



**To** : Information Technology Service Office  
**From** : PKA - SENAWANG PLANT ( CENTRAL PROCUREMENT )  
**Date** : 10th August 2022

**RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023**

We refer to the above matter. The following is the declaration for PKA - SENAWANG PLANT ( CENTRAL PROCUREMENT ) :

**A. Summary of IT Asset**

No. Of Staff	Desktop
10	1

**B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	CHEONG MEE KEE	Desktop	Dell OptiPlex 3070	PKA-SWCP08/ 7NDLRZ2	
2.	LEE AI LIAN	Laptop	Latitude E5440	PKA-SWNB25	

**C. Inactive IT Asset**

The following asset list is not able to trace during IT Preventive Maintenance 2022 as confirmed by person in charge :

No.	User	Device	Model	Computer Name/ Serial No.	Remarks

We agreed that all inactive asset will be removed from IT Asset Listing.

**D. Pending Purchasing For 2022****Tech Refresh**

No.	User	Device	Model	PO No.

**New Request**

No.	User	Device	Model	PO No.

**E. Budget Plan For 2023****Manage IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remark

**Additional**

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others ( )		


Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,

( )  
**Head of Department/Plant/Farm/Hatchery**  
CENTRAL PROCUREMENT

\*Approval is required for 'Budget Plan 2023'  
only. You may ignore this part if not related  
Approved by,

  
( )  
**AVP and above**  
CENTRAL PROCUREMENT