



To : Information Technology Service Office
From : PKA - SENAWANG PLANT ( DOC SALES )
Date : 17th 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 ( DOC SALES ) :

A. Summary of IT Asset

Table with 2 columns: No. Of Staff, Desktop, Printer (LaserJet). Row 1: 2, 2, 1

B. Detailed Information Of Active IT Asset

Table with 5 columns: No., User, Device, Model, Computer Name/ Serial No., Remarks. Contains 3 rows of active IT assets.

C. Inactive IT Asset

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

Table with 5 columns: No., User, Device, Model, Computer Name/ Serial No., Remarks. Currently empty.

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

D. Pending Purchasing For 2022

Tech Refresh

Table with 4 columns: No., User, Device, Model, PO No. Currently empty.

New Request

Table with 4 columns: No., User, Device, Model, PO No. Currently empty.

E. Budget Plan For 2023

Manage IT Asset

Table with 5 columns: No., User, Device, Model, Computer Name/ Serial No., Remark. Contains 1 row.

Additional

Table with 3 columns: No., Device, Quantity, Purpose. Contains 4 rows.

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

Thank you

Yours faithfully

( MR. YAP BENG CHEOK )
Head of Department/Plant/Farm/Hatchery
DOC SALES

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

Approved by,
( MR. YONG KIM LOON )
AVP and above
DOC SALES