To : Information Technology Service Office

From : PKA - SENAWANG PLANT (FOOD PRIMARY)

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 (FOOD PRIMARY) :

A. Summary of IT Asset

+ add in Production List.

No. Of Staff	Desktop		Printer (Dot Matrix)
~~1~~ 3	~~4~~ 3		~~1~~ 0

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Siti Aishah binti Roslan	Desktop	Dell Optiplex 3080	PKA-SWFPP11/ 5GTZCJ3	CCA : 6533/0/00 OK ✓
2.	WAN JULIANA BINTI RAMLI	Desktop	Dell OptiPlex ~~3070~~ 3090	PKA-SWFP27/ 5HCCB23 ~~73JL643~~	-COMISN3 OK ✓
3.	WAN JULIANA BINTI RAMLI	Desktop	Dell OptiPlex 7010	PKA-SWPK_29/ FF1XYY1	MANSOR BIN MAT DERIS (DVS) not ok

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
1.	~~Siti Aishah binti Roslan~~	~~Desktop~~	~~Dell OptiPlex 7010~~	~~PKA-SWPK_30/ JG1XYY1~~	~~TR2021 - JAN (PCA : 6523101008 & CCA : 652310100) Damaged PSU~~ - Return to it.

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
1.	WAN JULIANA BINTI RAMLI	Desktop	Dell OptiPlex 7010	PKA-SWPK_29/ FF1XYY1	MANSOR BIN MAT DERIS (DVS)

Additional

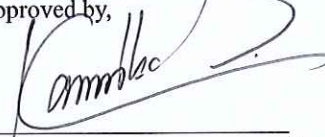| No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others ( )		

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

Thank you

Yours faithfully,

Udomsin Kooboon
Primary Processing plant

( )
Head of Department/Plant/Farm/Hatchery
FOOD PRIMARY

INTERNAL USE
Effective Date : 30 May 2019

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

( )
AVP and above
FOOD PRIMARY

Ms. Kannika Sangthong
Vice President
Food Processing Business