



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - SENAWANG PLANT (MAINTENANCE)
Date : 19th 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 (MAINTENANCE) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
51 46	5	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	MOOK SIEW LING laghthiswara AL seran	Desktop	Dell Optiplex 3046	PKA-SWMT16/ BYG3TF2	ESC: 26027507630 replace to new engine
2.	MOOK SIEW LING	Desktop	Dell Optiplex 3060	PKA-SWAPMI03/ JPHXSF2	✓
3.	MUHAMMAD SALEHAN BIN TUTOR E052004642 - chase to Nur Zahidah bt alman	Desktop	Dell Optiplex 3060 - spare	PKA-SWAPMI04/ JPJ20J2	Location Spore engineering ✓
4.	HUSZAIMY BIN THAMBY HUSSAIN	Desktop	Dell Optiplex 3060	PKA-SWAPMI01/ JPHN7C2	✓
5.	SITI ZAHRAA BINTI IBRAHIM	Desktop	Dell Optiplex 3060	PKA-SWAPMI02/ JPHDBW2	✓
6.	MOOK SIEW LING	Printer (LaserJet)	Dell 1135n	PKA-SWAPMPL01/ 86sz3m1	✓

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
1.	MOOK SIEW LING Mok Siew Ling Bil Siew Ling	Desktop	Dell Optiplex 3046	PKA- SWMT16/ BYG3TF2	ESC: 26027507630 replace new engineer X

Additional

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop	4	For new staff (Engineer), 1 unit with Autocad
3.	Printer		
4.	Others ()		

2 new
2 existing
- site Admin
- salesman

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

Thank you

Yours faithfully,

(
Mr Hamdel
)
**Head of Department/Plant/Farm/Hatchery
MAINTENANCE**

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

(
Cannble
)
**AVP and above
MAINTENANCE**

Ms. Kannika Sangthong
Vice President
Food Processing Business