



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : AA - KUDAT HATCHERY
From : Information Technology Service Office
Date : 29th August 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

Following is the summary for AA - KUDAT HATCHERY :

A. Summary of IT Asset

No. Of Staff	Desktop	Network Switch	Others	Printer (Dot Matrix)
12	5	0	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	HERNA BAJILA BINTI ABDUL LATIP	Desktop	Dell Optiplex 3050	/ AA-SPNHAT02 / 6Z7WZL2
2.	Delfikkah Binti Tungahon	Desktop	Dell Optiplex 3050	1016720 / AA-KDHT04 / 6Z4TZL2
3.	Delfikkah Binti Tungahon	Desktop	Dell Optiplex 3050	1012148 / AA-KDHT01 / 6Z3SZL2
4.	Trecy Emella Manuel	Desktop	Dell Optiplex 3050	1012149 / AA-KDHT02 / 6Z2WZL2
5.	Lliling@Quinnie Chin Nai Thon	Desktop	Dell Optiplex 3050	1012150 / AA-KDHT03 / 6Z7RZL2
6.	Trecy Emella Manuel	Printer (Dot Matrix)	Epson LQ-310	F8140237 / EPSON01 / R9DY145598
7.	Trecy Emella Manuel	Others	Others	/ AA-IPPH51 / 3142018101410894

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

New Request

No.	User	Device	Model	PO No.

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If the information above is incorrect, please notify us via email to itso.survey@cpmalaysia.com before 25 August 2022.

Thank You

Yours faithfully,

Information Technology Service Office

INTERNAL USE
Effective Date : 30 May 2019