



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : PKA - PORT KLANG FEEDMILL (GENERAL PURCHASING)

From : Information Technology Service Office

Date : 13th August 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

Following is the summary for PKA - PORT KLANG FEEDMILL (GENERAL PURCHASING) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
3	4	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Chuah Chueng Zhan	Laptop	Dell Latitude E6230	/ PKA-PKCNB17 / 8J24WZ1
2.	Chuah Chueng Zhan	Laptop	Dell Latitude E5440	1000159 / PKA-PKCNB25 / 6SY6YZ1
3.	Chuah Chueng Zhan	Laptop	Dell Latitude 3490	1003303 / PKA-PKCNB41 / 2NNTDP2
4.	Ho Kit Yeng	Desktop	Dell OptiPlex 3060	1000708 / PKA-PKCP03 / H2W0WV2
5.	Ng Mei Lan	Desktop	Dell OptiPlex 3060	1000919 / PKA-PKCP04 / JPHH8F2
6.	Norhairina Binti Hairolazmi	Desktop	Dell Optiplex 3050	/ PKA-PKCP01 / 3VVS9P2
7.	Usakni a/p Din Mi	Desktop	Dell Optiplex 3050	/ PKA-PKCP02 / 3VQV9P2

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.

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