



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : CPJ - TANGKAK FARM BRC4
From : Information Technology Service Office
Date : 30th August 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

Following is the summary for CPJ - TANGKAK FARM BRC4 :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)
5	4	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	MOHD SIRAZ BIN MOHD SHUKRI	Desktop	Dell Optiplex 3050	/ CPJ-TK4FM03 / DDW9MP2
2.	MOHD SIRAZ BIN MOHD SHUKRI	Desktop	Dell OptiPlex 3060	1006-07-14 / CPJ-TK4FM02 / 8V280T2
3.	KHAIROL AL HAFIZUL BIN ABDUL HADI	Desktop	Dell Optiplex 3080	/ CPJ-TK4FM01 / 6NXFTD3
4.	Nur Syahanim Binti Mahamad Shukri	Desktop	Dell Optiplex 3080	/ CPJ-TK4FM04 / FNXFTD3
5.	MOHD SIRAZ BIN MOHD SHUKRI	Printer (Dot Matrix)	Epson LQ-310	/ CPJ-BRCPR04 / R9DY029115
6.	MOHD SIRAZ BIN MOHD SHUKRI	Printer (LaserJet)	HP Laserjet Pro MFP M227fdn	/ CPJ-LASERJET03 / VNH3801152

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