



To : PKA - DESARU EGG FARM
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 PKA - DESARU EGG FARM :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)
25	10	1	2	0

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	SUTTIMON SAISUVAN	Laptop	Dell Latitude 3420	/ PKA-DSFM100 / C9WHMG3
2.	MUHAMAD KHAIRUL ANWAR ISMAIL	Desktop	Dell Optiplex 3090	/ PKA-DSFM36 / CKDKPQ3
3.	SYAFIQA MAISARAH BTE ROSLI	Desktop	Dell Optiplex 3090	/ PKA-DSFM34 / DKDKPQ3
4.	SITI NAZIRAH BINTI MOHMAD HALID	Desktop	Dell Optiplex 3090	/ PKA-DSFM37 / 2LDKPQ3
5.	Nurhanani binti Zahari	Desktop	Dell Optiplex 3090	/ PKA-DSFM31 / JKDKPQ3
6.	SITI FATIMAH BINTI KATINI	Desktop	Dell Optiplex 3090	/ PKA-DSFM35 / GKDKPQ3
7.	HARYANTI BINTI ABD RAHIM	Desktop	Dell Optiplex 3090	/ PKA-DSFM38 / FKDKPQ3
8.	Sanggithapria a/p Anbalakan	Desktop	Dell Optiplex 3090	/ PKA-DSFM32 / 1LDKPQ3
9.	SITI FATIMAH BINTI KATINI	Desktop	Dell Optiplex 3090	/ PKA-DSFM33 / HKDKPQ3
10.	SYAFIQA MAISARAH BTE ROSLI	Desktop	Dell Optiplex 790	/ PKA-DSFM16 / B8BHS62
11.	SITI FATIMAH BINTI KATINI	Desktop	Dell Optiplex 9020	/ PKA-DSFM12 / FLB9S62
12.	SYAFIQA MAISARAH BTE ROSLI	Printer (Dot Matrix)	Epson LQ-300+II	2022-06-09 / CPJ-MLOFPR02 / G82Y233689
13.	SYAFIQA MAISARAH BTE ROSLI	Printer (Dot Matrix)	Epson LQ-310	/ PKA-DSFM3PR03 / R9DY130906

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