



To : PKA - IPOH OFFICE
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 - IPOH OFFICE :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Projector
11	5	3	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Wong Suit Leng	Desktop	Dell OptiPlex 3060	/ PKA-IPOF06 / CXT7NX2
2.	SHAKIRAH BINTI MOHD FAUZI	Desktop	Dell OptiPlex 3070	1009-05-26 / PKA-IPOF07 / HCBJX53
3.	KALAIVANI A/P SATHASIVAM	Desktop	Dell OptiPlex 3070	1009-05-27 / PKA-IPOF08 / HCCDX53
4.	ONG AI CHENG	Desktop	Dell OptiPlex 3070	1009-05-28 / PKA-IPOF09 / HCBGX53
5.	KALAIVANI A/P SATHASIVAM	Desktop	Dell OptiPlex 790	2022-03-08 / PKA-IPOF04 / 8925B2S
6.	ONG AI CHENG		Epson EB-970	1008-02-23 / PKA-IPOFPRJ02 / X4ZA8500297
7.	SHAKIRAH BINTI MOHD FAUZI	Printer (Dot Matrix)	Epson LQ-300+	2022-03-08 / DCAY175977 / DCAY175977
8.	KALAIVANI A/P SATHASIVAM	Printer (Dot Matrix)	Epson LQ-300+	2022-03-08 / G82Y149803 / G82Y149803
9.	ONG AI CHENG	Printer (Dot Matrix)	Epson LQ-300+II	2022-03-08 / EPSON LQ-300+II / G82Y244987

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	Remark

				No.	

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