



To : PKA - KUANTAN OFFICE
From : Information Technology Service Office
Date : 1st September 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

Following is the summary for PKA - KUANTAN OFFICE :

A. Summary of IT Asset

| No. Of Staff | Desktop | Laptop | Printer (Dot Matrix) | Projector |
|--------------|---------|--------|----------------------|-----------|
| 15 | 4 | 2 | 1 | 1 |

B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Asset ID/Computer Name/Serial No. |
|-----|----------------------------------|----------------------|--------------------|--|
| 1. | LEE SIEW CHEN | Laptop | Dell Latitude 3420 | / PKA-KTOFNB02 / 2846SG3 |
| 2. | WARY @ LARP A/L CHUM @ NOM | Laptop | Dell Latitude 3420 | / PKA-KTOFNB03 / 8KVYLL3 |
| 3. | SITI FADILAH BINTI AHMAD BARKAWI | Desktop | Dell Optiplex 3050 | / PKA-KTOF07 / 3WJX9P2 |
| 4. | SITI FADILAH BINTI AHMAD BARKAWI | Desktop | Dell Optiplex 3060 | / PKA-KTOF09 / 7HMDRZ2 |
| 5. | LEE SIEW YIN | Desktop | Dell Optiplex 3080 | / PKA-KTOF10 / 7NXFTD3 |
| 6. | HAW KAR YONG | Desktop | Dell Optiplex 3090 | / PKA-KTOF11 / B24GWP3 |
| 7. | SITI FADILAH BINTI AHMAD BARKAWI | Printer (Dot Matrix) | Epson LQ-310 | 1006-12-06 / CPJ-PRNT01 / R9DY017245 |
| 8. | WARY @ LARP A/L CHUM @ NOM | | Others | 1006-12-07 / CPJ-KTNPR01 / A2334212413 |

D. Pending Purchasing For 2022

Tech Refresh

| No. | User | Device | Model | PO No. |
|-----|------|--------|-------|--------|
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New Request

| No. | User | Device | Model | PO No. |
|-----|------|--------|-------|--------|
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E. Budget Plan For 2023

Manage IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remark |
|-----|------|--------|-------|---------------------------|--------|
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New Request

| No. | User | Device | Model | PO No. |
|-----|----------------------------|--------|-------|--------|
| 2. | Wary @ Larp A/L Chum @ Nom | Laptop | | |
| 3. | Wary @ Larp A/L Chum @ Nom | Laptop | | |
| 4. | Wary @ Larp A/L Chum @ Nom | Laptop | | |
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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