



**To** : PKA - KUANTAN OS  
**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 OS :

#### A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
2	2	1

#### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	IZZA NAZIHA BINTI MOHAMAD HARIS	Desktop	Dell Optiplex 3080	/ PKA-KTOS05 / 9PX61D3
2.	IZZA NAZIHA BINTI MOHAMAD HARIS	Desktop	Dell Optiplex 3090	/ PKA-KTOS06 / 924GWP3
3.	IZZA NAZIHA BINTI MOHAMAD HARIS	Printer (Dot Matrix)	Epson LQ-310	/ PKA-OS KUANTAN / R9DY388901

#### 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](mailto:itso.survey@cpmalaysia.com) before 25 August 2022.

Thank You

Yours faithfully,

**Information Technology Service Office**

*INTERNAL USE*  
*Effective Date : 30 May 2019*