To : PKA - KUANTAN FARM (PK2)
From : Information Technology Service Office
Date : 26th August 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

Following is the summary for PKA - KUANTAN FARM (PK2) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
3	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	MUHAMMAD IZZAM B MOHD JOWAHAR	Printer (LaserJet)	Dell B1265dnf	/ Dell B1265 PK2 / 2H3L7S1
2.	MUHAMMAD IZZAM B MOHD JOWAHAR	Desktop	Dell Optiplex 3050	/ PKA-PK201 / 7HW2LQ2

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