



**To** : CPJ - SG SIPUT BREEDER  
**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 CPJ - SG SIPUT BREEDER :

#### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
3	2	1

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

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	SUWIT A/L INDIN BUN	Laptop	Dell Latitude 3400	/ CPJ-SPBNB01 / 1N5BNT2
2.	MANI A/P TAN BON SAT	Desktop	Dell Optiplex 3050	/ CPJ-SP03 / 3VSX9P2
3.	MANI A/P TAN BON SAT	Desktop	Dell OptiPlex 3070	/ CPJ-SP02 / CXVHNX2

#### 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*