To : THF - ULU TIRAM FARM
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 THF - ULU TIRAM FARM :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Projector
12	2	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Mokhtar Bin Maryono	Desktop	Dell Optiplex 3050	/ THF-UT04 / F73T9P2
2.	HAZIDAH BINTI MOHAMED YUSOF	Desktop	Dell OptiPlex 3060	/ THF-UT02 / 8RW60T2
3.	HAZIDAH BINTI MOHAMED YUSOF	Printer (Dot Matrix)	Epson LQ-310	1000-04-12 / THF-PRD01 / R9DY054120
4.	HAZIDAH BINTI MOHAMED YUSOF		Others	/ PKA-UTPRO01 / JCWKJ92

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