



**To** : CPJ - CHENGKAU HATCHERY  
**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 CPJ - CHENGKAU HATCHERY :

#### A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (InkJet)
3	2	1	1

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

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	LOW KING SING		Dell B1265dnf	/ CPJ-CKHTPRNT01 / 5PTPZ22.
2.	LOW KING SING	Desktop	Dell OptiPlex 3060	/ CPJ-CKH01 / JPHL9M2
3.	LOW KING SING	Desktop	Dell OptiPlex 3060	/ CPJ-CKH03 / JPHNRK2
4.	LOW KING SING	Printer (Dot Matrix)	Epson LQ-300+II	/ CPJ-CKHPRNT01 / G82Y248715

#### 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*