



**To** : CPJ - CHENGKAU OFFICE  
**From** : Information Technology Service Office  
**Date** : 29th August 2022

**SUMMARY OF IT ASSET 2022 & BUDGET 2023**

We refer to the above matter.

Following is the summary for CPJ - CHENGKAU OFFICE :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)	Projector
13	10	2	1	0	1

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

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	REDZUAN BIN ISHAK	Laptop	Dell Latitude 3420	/ CPJ-CKOH21 / 9YHV1B3
2.	SITI NOORBAYA BINTI ABU TALIB	Desktop	Dell Optiplex 3050	/ CPJ-CKHO10 / DDZDMP2
3.	MAZLIN BINTI MUHAMAD APAS	Desktop	Dell OptiPlex 3060	1006-07-07 / CPJ-CKOH02 / 8TLD0T2
4.	THELAKAM A/P. ANANDAN	Desktop	Dell OptiPlex 3060	/ CPJ-CKOH07 / JPHK6Q2
5.	SITI NOORBAYA BINTI ABU TALIB	Desktop	Dell OptiPlex 3060	1006-07-05 / CPJ-CKOH03 / 8TJB0T2
6.	JUNIDAH BINTI MOHD SAH	Desktop	Dell OptiPlex 3060	1006-07-06 / CPJ-CKOH01 / 8TTB0T2
7.	SITI RAIHANA BINTI BAHARIN	Desktop	Dell OptiPlex 3060	1005-04-18 / CPJ-PDFM101 / JPHFMP2
8.	SITI RAIHANA BINTI BAHARIN	Desktop	Dell OptiPlex 3060	/ CPJ-CKOH04 / JPHH9V2
9.	SITI NOORBAYA BINTI ABU TALIB	Desktop	Dell OptiPlex 3060	1005-04-23 / CPJ-CKOH09 / JPHK8F2
10.	JENIFFER A/P RAJA	Desktop	Dell Optiplex 3080	/ CPJ-CKOH11 / J5RLQK3
11.	TANG PEE YAN	Desktop	Dell Optiplex 3080	/ CPJ-CKOH10 / DJ40DJ3
12.	SITI RAIHANA BINTI BAHARIN		Epson EB-X05	/ CPJ-PROJ / V11H839052
13.	SITI NOORBAYA BINTI ABU TALIB	Printer (Dot Matrix)	Epson LQ-2190	/ Printer LQ2190 / MK3Y040402
14.	SUTTIMON SAISUVAN	Laptop	Others	/ CPJ-CKHO20 / 21TQ4B3

**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.
2.	Saroj Ngamlux	Laptop		
3.	Saroj Ngamlux	Laptop		
4.	Saroj Ngamlux	Laptop		

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*