



**To** : PKA - BAHAU OFFICE  
**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 - BAHAU OFFICE :

**A. Summary of IT Asset**

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

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

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	GAN AI HONG	Desktop	Dell OptiPlex 3070	/ PKA-BHOF02 / 7MRHRZ2
2.	GAN AI HONG	Desktop	Dell Optiplex 3080	/ PKA-BHOF10 / 8GPZNJ3
3.	GAN AI HONG	Printer (Dot Matrix)	Epson LQ-300+	2022-03-10 / Epson LQ300 BH / DCAY175962
4.	GAN AI HONG	Printer (Dot Matrix)	Epson LQ-300+II	2022-03-10 / Epson LQ300 BH 2 / G82Y25202
5.	GAN AI HONG	Printer (LaserJet)	HP P1006	2022-03-10 / VNF3811606 / VNF3811606

**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*