



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : PKA - BUKIT RAJA 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 PKA - BUKIT RAJA OFFICE :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Projector
14	9	2	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Foong Chai Fan	Laptop	Dell Latitude 3400	/ PKA-PKFONB01 / J65TZZ2
2.	MUHAMMAD ALIF BIN DAHLAN	Laptop	Dell Latitude 3400	/ PKA-PKFONB02 / 9GVW863
3.	ENG CHOO NEE	Desktop	Dell Optiplex 3040	/ PKA-KPOF09 / 5JQ0B92
4.	TAN YOKE CHOO	Desktop	Dell Optiplex 3060	1008-12-17 / PKA-KPOF17 / 4QG69R2
5.	CHONG LAY FANG	Desktop	Dell Optiplex 3070	/ PKA-KPOF13 / 71P1B33
6.	SIVARANJINI A/P SUPRAMANIAM	Desktop	Dell Optiplex 3070	/ PKA-KPOF12 / 71PV933
7.	LEE CHUI PENG	Desktop	Dell Optiplex 3070	/ PKA-KPOF11 / 71N1B33
8.	POONITHA A/P POONUVALOO	Desktop	Dell Optiplex 3070	/ PKA-KPOF10 / 71M2B33
9.	WI LI KHENG	Desktop	Dell Optiplex 3070	/ PKA-KPOF15 / 5NFHL83
10.	ATIKA NAZIHAN BINTI ABU BAKAR	Desktop	Dell Optiplex 3080	/ PKA-KPOF16 / FPX61D3
11.	Mohamad Sharizal Bin Rusli	Desktop	Dell Optiplex 3080	/ PKA-KPOF18 / 6VP1SN3
12.	CHONG LAY FANG		Epson EB-X04	2022-07-20 / KAPAR_PROJ01 / WD5K5Z00796
13.	LEE CHUI PENG	Printer (Dot Matrix)	Epson LQ-310	/ EPSON-SK01 / R9DY212641
14.	Poonitha A/P Poonuvaloo	Printer (Dot Matrix)	Epson LQ-310	1006382 / lq310-epson / R9DY008151

D. Pending Purchasing For 2022**Tech Refresh**

No.	User	Device	Model	PO No.

New Request

No.	User	Device	Model	PO No.
1.	Muhammad Alif Bin Dahlan	Laptop	Dell Latitude 3410	4500190965
2.	Wi Li Kheng	Desktop	Dell Optiplex 3070	4500190965

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

INTERNAL USE
Effective Date : 30 May 2019