



To : PKA - SENAWANG PLANT (FOOD DIVISION)

From : Information Technology Service Office

Date : 5th September 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

Following is the summary for PKA - SENAWANG PLANT (FOOD DIVISION) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
8	8	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	FAZLEEN BT ABDULLAH	Desktop	Dell Optiplex 3070	/ PKA-SWPK04 / BPX61D3
2.	FAZLEEN BT ABDULLAH	Desktop	Dell Optiplex 3090	/ PKA-SWFPP30 / FDM1SN3
3.	Halimah Binti Mohammed	Printer (Dot Matrix)	Epson LQ-310	/ PKA-SWPD05 / R9DY461135
4.	NATTALYNN A/P SUWIT	Desktop	Dell Optiplex 3090	/ PKA-SWPR03 / H4RWXP3
5.	NORHAZWANI BT MOHAMAD ADAM	Desktop	Dell Optiplex 3090	/ PKA-SWPK30 / BKDKPQ3
6.	NURUL AZNIDA BINTI MD ARIFFIN	Desktop	Dell OptiPlex 7010	6351-04-27 / PKA-SWFP12 / 4F1XYY1
7.	Sofiah Binti Abd Latif	Desktop	Dell OptiPlex 780	6324-04-28 / PKA-SWPR07 / D15H62S
8.	Sofiah Binti Abd Latif	Desktop	Dell OptiPlex 780	6322-04-28 / PKA-SWPR09 / 125H62S
9.	Sofiah Binti Abd Latif	Printer (Dot Matrix)	Epson LQ-300	/ At Packing Line / G82Y182602
10.	Zamili Bin Mat Yajid	Desktop	Dell Optiplex 7010	6303-09-05 / PKA-SWPK-25 / SJ1XYY1

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

INTERNAL USE
Effective Date : 30 May 2019