



**To** : PKA - SENAWANG PLANT ( FINANCE )

**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 - SENAWANG PLANT ( FINANCE ) :

### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
20	6	3

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	DHARSHINI A/P ANBALAKAN	Desktop	Dell Optiplex 3050	/ PKA-SWFIN01 / DDZ7MP2
2.	LAU CYYUNE	Desktop	Dell Optiplex 3070	1009-09-09 / PKA-SWFIN07 / 73KJ643
3.	LEE SIEW LI	Desktop	Dell Optiplex 3060	1006-10-01 / PKA-SWFIN10 / JPJ19R2
4.	Maimon Binti Zainudin	Desktop	Dell Optiplex 3050	/ PKA-SWACC06 / DDZ9MP2
5.	NG BEE HOON	Laptop	Dell Latitude 3400	/ PKA-SWAPACNB01 / FG90WZ2
6.	Norhayati Binti Abdul Gani	Desktop	Dell Optiplex 3050	1007500 / PKA-SWFIN03 / DF0FMP2
7.	UMMU QANIAH BINTI ROSLAN	Desktop	Dell Optiplex 3070	/ PKA-SWFIN06 / 73HQ643
8.	WONG LEE FUING	Laptop	Dell Latitude 3420	/ PKA-SWNB32 / 1846SG3
9.	YAU CHWAN YU	Laptop	Dell Latitude 3400	1016-10-03 / PKA-SWACNB02 / JGWVKT2

### 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*