



To : PKA - SENAWANG PLANT (FPP LOGISTIC)

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 - SENAWANG PLANT (FPP LOGISTIC) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
7	4	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	DURAIRAJOO A/L NAGARAJAN	Laptop	Dell Latitude 3400	1009-10-18 / PKA-SWNB23 / C7N2X72
2.	Hasnoor Bin Hasan	Desktop	Dell Optiplex 7010	/ PKA-SWPKL24 / 4R5PF2S
3.	Nasarudin Bin Selamat	Desktop	Dell Optiplex 3070	1009-10-17 / PKA-SWFPP09 / 73KH643
4.	NOORIDAYU	Printer (Dot Matrix)	Epson LQ-310	/ PKA-SWFPPPD05 / R9DY009136
5.	NOORIDAYU	Desktop	Dell Optiplex 3080	/ PKA-SWLG01 / 1NXFTD3
6.	RUZAINI BINTI BASRI	Desktop	Dell Optiplex 3080	/ PKA-SWLG02 / 9NXFTD3

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