



To : PKA - SENAWANG PLANT (FOOD PRODUCTION)

From : Information Technology Service Office

Date : 9th September 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

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

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
5	4	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Muhammad Rashid Bin Yahya	Desktop	Dell OptiPlex 7010	6300-04-27 / PKA-SWFP29 / 9R1XY1
2.	MUHAMMAD RASHID BIN YAHYA	Printer (Dot Matrix)	Epson LQ-310	/ PKA -LQ310 / R9DY423426
3.	PANUDAT SUWANUMPORN	Desktop	Dell Optiplex 3070	1009-09-23 / PKA-SWPK03 / 73KP643
4.	SABARIYA BEEVI BINTI MOHAMED ESOOF	Desktop	Dell Optiplex 3090	/ PKA-SWFPP20 / G4RWXP3
5.	Siti Mazuin Binti Mohd Sukor	Printer (Dot Matrix)	Epson LQ-310	/ PKA-SWPD04 / R9DY461139
6.	Siti Mazuin Binti Mohd Sukor	Printer (Dot Matrix)	Epson LQ-300	2022-04-28 / G82Y144633 / G82Y144633
7.	SITI MAZUIN BINTI MOHD SUKOR	Desktop	Dell Optiplex 3080	/ PKA-SWFPP04 / C3J3NF3

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