



To : PKA - SENAWANG PLANT (FOOD SALES)

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 SALES) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
23	8	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	CHONG MEI LING	Desktop	Dell Optiplex 3070	1009-09-11 / PKA-SWFS02 / 73HN643
2.	EZZE NURFARHANI BINTI RAMLI	Desktop	Dell Optiplex 3060	/ PKA-SWPK09 / JPJ1H82
3.	LEE CHAI YOKE	Desktop	Dell Optiplex 3070	1009-09-13 / PKA-SWFS03 / 73HP643
4.	LEE YOKE LING	Printer (Dot Matrix)	Epson LQ-300+II	2022-04-28 / Epson LQ300 / G82Y293320
5.	LEE YOKE LING	Desktop	Dell OptiPlex 3060	/ PKA-SWFS08 / JPHN7N2
6.	MAZMIN BINTI MD ISA	Desktop	Dell Optiplex 3070	1009-09-14 / PKA-SWFS06 / 73JJ643
7.	NG ENG KEAT	Laptop	Dell Latitude 3400	1016-10-01 / PKA-SWNB06 / 2HWVKT2
8.	NORJOHANA BINTI JOHARI	Desktop	Dell Optiplex 3070	1009-09-15 / PKA-SWFS05 / 73JM643
9.	SITI NOR FATHEHAH JAAFAR SIDEK	Desktop	Dell Optiplex 3090	/ PKA-SWFS10 / JCM1SN3
10.	YONG PUI YEE	Desktop	Dell Optiplex 3070	1009-09-11 / PKA-SWFS01 / 73GL643

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	Remark

				No.	

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