



To : PKA - SENAWANG PLANT (HR & ADMINISTRATION)

From : Information Technology Service Office

Date : 11th September 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

Following is the summary for PKA - SENAWANG PLANT (HR & ADMINISTRATION) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
9	9	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	ASYRAF KHAN BIN RAHIM KHAN	Desktop	Dell Optiplex 3070	/ PKA-SWHRA23 / 73HL643
2.	AZHAR BIN IDRIS	Desktop	Dell Optiplex 3050	/ PKA-SWHRA01 / DF18MP2
3.	HASTHURI A/P VIGNESWARAN	Desktop	Dell Optiplex 3070	/ PKA-SWHRA20 / 73JH643
4.	LIZA HAZLEEN BINTI RAZALI	Desktop	Dell Optiplex 3050	/ PKA-SWHRA02 / DF1DMP2
5.	Mohd Noor Affendi Bin Nordin	Desktop	Dell Optiplex 3050	/ PKA-SWHRA03 / DDW7MP2
6.	Mohd Noor Affendi Bin Nordin	Desktop	Dell OptiPlex 3060	/ PKA-SWHRA09 / JPHZBD2
7.	SYEEDATUL IMMA BINTI MAT SAID	Desktop	Dell Optiplex 3050	/ PKA-SWHRA04 / DDY5MP
8.	Syeedatul Imma Binti Mat Said	Laptop	Dell Latitude E5440	/ PKA-SWNB14 / 6JY6YZ1
9.	TEH BEE KIAN	Desktop	Dell Optiplex 3050	/ PKA-SWHRA22 / DF17MP2
10.	WONG KWEI LIAN	Desktop	Dell Optiplex 3070	/ PKA-SWHRA21 / 73JP643

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

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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