



**To** : PKA - SRI SENAWANG LAB  
**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 - SRI SENAWANG LAB :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (InkJet)	Printer (LaserJet)	Printer (Thermal)
10	6	1	1	2	1

**B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	ROSLINA BINTI AZIS	Printer (LaserJet)	Dell 1135n	2022-02-18 / LASERJET / J783DQ1
2.	ROSLINA BINTI AZIS	Printer (LaserJet)	Dell B1265dnf	2022-02-18 / B1265dbf / 54X32Y1
3.	ROSLINA BINTI AZIS	Desktop	Dell OptiPlex 3060	/ PKA-SWLAB01 / JPJ2GL2
4.	NORLIZA BINTI IBRAHIM	Desktop	Dell OptiPlex 3060	/ PKA-SWLAB02 / JPHC2K2
5.	NOOR RAFIQAH BINTI RUSLAN	Desktop	Dell Optiplex 3090	/ PKA-SWLAB10 / GDM1SN3
6.	SITI AISHAH BINTI MOHD RUSLI	Desktop	Dell Optiplex 7010	6357-02-18 / PKA-SWLAB04 / G62XYY1
7.	MOHAMAD SHAHRUN NAZREEN BIN ROSMIN	Desktop	Dell Optiplex 790	6357-02-18 / PKA-SWLAB05 / 9NTL92S
8.	NURUL ALIYA BINTI MANAP	Desktop	Dell Optiplex 790	6356-02-18 / PKA-SWLAB03 / 7NTL92S
9.	ROSLINA BINTI AZIS	Printer (Dot Matrix)	Epson LQ-300+II	1001-09-10 / G82Y248609 / G82Y248609
10.	ROSLINA BINTI AZIS		HP Deskjet InkAdvantage 3777 AIO	/ PKA-SSPRT01 / CN7C83D0FG
11.	ROSLINA BINTI AZIS		Others	2022-02-18 / PM4i / 24721120349

**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*