



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : PKA - SENAWANG PLANT (MAINTENANCE)

From : Information Technology Service Office

Date : 5th September 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

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

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
47	5	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	HUSZAIMY BIN THAMBY HUSSAIN	Desktop	Dell Optiplex 3060	/ PKA-SWAPMI01 / JPHN7C2
2.	MOOK SIEW LING	Printer (LaserJet)	Dell 1135n	2021-09-28 / PKA-SWAPMPL01 / 86sz3m1
3.	MOOK SIEW LING	Desktop	Dell Optiplex 3046	/ PKA-SWMT16 / BYG3TF2
4.	MOOK SIEW LING	Desktop	Dell Optiplex 3060	1006-10-04 / PKA-SWAPMI03 / JPHXSF2
5.	MUHAMMAD SALEHAN BIN TUTOR	Desktop	Dell Optiplex 3060	/ PKA-SWAPMI04 / JPI20J2
6.	SITI ZAHRAA BINTI IBRAHIM	Desktop	Dell Optiplex 3060	/ PKA-SWAPMI02 / JPHDBW2

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.

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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