



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : PKA - SENAWANG PLANT (MARKETING)

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 (MARKETING) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (LaserJet)	Scanner
22	2	2	0	0

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	CHAN CHUNG OIG	Desktop	Dell Optiplex 3070	1009-10-12 / PKA-SWMKT03 / 73JQ643
2.	LAW WAI YEW	Laptop	Dell Latitude 3400	/ PKA-SWMKTNB01 / JG90WZ2
3.	MUHAMMAD KHAIRUL BIN CHE DIN	Desktop	Dell Optiplex 3090	/ PKA-SWFM05 / 3DM1SN3
4.	Tah Moon Hui	Laptop	Dell Latitude 3400	/ PKA-SWMKTNB02 / 2H90WZ2

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 itsa.survey@cpmalaysia.com before 25 August 2022.

Thank You

Yours faithfully,

Information Technology Service Office

INTERNAL USE
Effective Date : 30 May 2019