To : PKA - SENAWANG RENDERING PLANT
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 RENDERING PLANT :

A. Summary of IT Asset

No. Of Staff	Desktop
5	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Mohamad Rizal Bin Yusof	Desktop	Dell Optiplex 3050	/ PKA-SWPRD01 / GJMM6Q2
2.	Mohamad Rizal Bin Yusof	Desktop	Dell Optiplex 790	6413-03-30 / PKA-SWFP07 / DBVHC2S

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 before 25 August 2022.

Thank You

Yours faithfully,

Information Technology Service Office