



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : PKA - PORT KLANG FEEDMILL (QUALITY CONTROL)

From : Information Technology Service Office

Date : 14th August 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

Following is the summary for PKA - PORT KLANG FEEDMILL (QUALITY CONTROL) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (InkJet)	Printer (LaserJet)	Printer (Thermal)
29	11	1	1	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Cheah Ying See	Desktop	Dell Optiplex 3050	/ PKA-PKQC01 / 3VXW9P2
2.	Cheah Ying See		Others	/ PKA-PKQCPI01 / CN16723461
3.	CHIAM MEI JEE Chua Xui Min	Desktop	Dell OptiPlex 3040	2021-12-21 / PKA-PKCCTV01 / GHZ3YC2
4.	Chiam Mei Jee Chua Xui Min	Desktop	Dell OptiPlex 3060	1000916 / PKA-PKQC11 / JPHM8T2
5.	Chua Xui Min	Desktop	Dell Optiplex 3050	/ PKA-PKQC02 / 3VRS9P2
6.	Dr Nor Syaadah Binti Omar	Printer (LaserJet)	Dell 2230d	1003210 / BLQ5SH1 / BLQ5SH1
7.	Dr Nor Syaadah Binti Omar	Desktop	Dell Optiplex 3050	/ PKA-PKQC05 / 3VXV9P2
8.	Khairul Anuar Bin Anwar	Desktop	Dell OptiPlex 3060	1006278 / PKA-PKQC13 / JPHYKG2
9.	Krishna Veny A/P Gopal	Desktop	Dell OptiPlex 3060	1000917 / PKA-PKQC07 / JPHL7C2
10.	Lee Shin Shin	Desktop	Dell OptiPlex 3060	1008602 / PKA-PKQC10 / H2G0WV2
11.	Noriha Binti Ismail		Others	/ ZEBRA TLP 2844 / 45J090900647
12.	Noriha Binti Ismail	Desktop	Dell Optiplex 3050	/ PKA-PKQC12 / ddy7mp2 PKA-PKQC03
13.	Parameswary A/P Muniandy	Desktop	Dell OptiPlex 3070 Dell Optiplex 5050	1004955 / PKA-PKQC09 / C6XQ6Z2
14.	Sanusi Bin Daud		Zebra ZT220	/ PKA-PKZEBRA / 52J150601005
15.	Sanusi Bin Daud	Desktop	Dell Optiplex 3050	/ PKA-PKQC04 / 3VX0BP2

D. Pending Purchasing For 2022

Tech Refresh

No.	User	Device	Model	PO No.

New Request

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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

INTERNAL USE
Effective Date : 30 May 2019