

SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 **FORM**

ATM-FM08

To : CPJ - Sg Siput hatchery
From : Information Technology Service Office
Date : 18th August 2021

SUMMARY OF IT ASSET 2021 & BUDGET 2022

We refer to the above matter.

Following is the summary for CPJ - Sg Siput hatchery :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
1	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Nurulfahada Bt Mohamad Borhan	Desktop	Dell OptiPlex 3070	1006386 / CPJ-SPHT02 / CXV7NX2
2.	Nurulfahada Bt Mohamad Borhan	Desktop	Dell OptiPlex 3070	1006385 / CPJ-SPHT01 / CXTCNX2
3.	Nurulfahada Bt Mohamad Borhan	Printer (Dot Matrix)	Epson LQ-310	1002741 / EPSONLQ310 SIPUT / R9DY014968

D. Pending Purchasing For 2021**Tech Refresh**

No.	User	Device	Model	PO No.

E. Budget Plan For 2022**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@cpjmalaysia.com before 20 August 2021.

Thank You

Yours faithfully,

Information Technology Service Office

INTERNAL USE

Effective Date : 30 May 2019