

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

ATM-FM08

To : AA - Kuching OS Plant
From : Information Technology Service Office
Date : 8th September 2021

SUMMARY OF IT ASSET 2021 & BUDGET 2022

We refer to the above matter.

Following is the summary for AA - Kuching OS Plant :

A. Summary of IT Asset

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

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Dayang Shamira Binti Awang Roslan	Desktop	Dell OptiPlex 3060	1014884 / AA-KCOS01 / H301WV2
2.	Noor Eviana Binti Matali	Printer (Dot Matrix)	Epson LQ-300+II	CP IT / AA-KuchingOSDotMatrix01 / G82Y252610
3.	Noor Eviana Binti Matali	Printer (LaserJet)	HP M1312	1011046 / Laserjet Pro MFP M130fn / VNC7J01981

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@cpmalaysia.com before 20 August 2021.

Thank You

Yours faithfully,

Information Technology Service Office

INTERNAL USE

Effective Date : 30 May 2019