



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : CPJ - Chengkau office
From : Information Technology Service Office
Date : 23rd August 2021

SUMMARY OF IT ASSET 2021 & BUDGET 2022

We refer to the above matter.

Following is the summary for CPJ - Chengkau office :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)	Projector	Scanner
13	10	2	4	5	3	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Ma Geok Mui		Canon	/ CanoScan Lide 110 / KEFB42990
2.	Ma Geok Mui	Projector	Dell 1210S	/ 1210s / 11VC1S1
3.	Chatpisit Raksi	Laptop	Dell Latitude 3480	1002872 / CPJ-CKNB01 / 4P81PJ2
4.	Saroj Ngamlux	Laptop	Dell Latitude E5440	30006656 / PKA-PK3NB01 / 55Y6YZ1
5.	Siti Noorbaya Binti Abu Talib	Desktop	Dell Optiplex 3050	1005641 / CPJ-PDFM103 / DDZDMP2
6.	Mazlin Binti Muhamad Apas	Desktop	Dell OptiPlex 3060	1006188 / CPJ-CKOH02 / 8TLD0T2
7.	Siti Noorbaya Binti Abu Talib	Desktop	Dell OptiPlex 3060	1008660 / CPJ-PDF202 / JPHK6Q2
8.	Ma Geok Mui	Desktop	Dell OptiPlex 3060	1006186 / CPJ-CKOH03 / 8TJB0T2
9.	Junidah Binti Mohd Sah	Desktop	Dell OptiPlex 3060	1006187 / CPJ-CKOH01 / 8TTB0T2
10.	Siti Noorbaya Binti Abu Talib	Desktop	Dell OptiPlex 3060	1005108 / CPJ-PDFM101 / JPHFMP2
11.	Siti Raihana Binti Baharin	Desktop	Dell OptiPlex 3060	1008658 / CPJ-CKOH04 / JPHH9V2
12.	Siti Noorbaya Binti Abu Talib	Desktop	Dell OptiPlex 3060	1005113 / AVF-KBFM04 / JPHK8F2
13.	Tang Pee Yan	Desktop	Dell OptiPlex 790	30006410 / CPJ-ML02 / 9DHD92S
14.	Siti Raihana Binti Baharin	Projector	Epson EB-X05	/ CPJ-PROJ / V11H839052
15.	Nurelanwar Bin Rahani @ Ramlee	Printer (Dot Matrix)	Epson LQ-2190	1002995 / Printer LQ2190 / MK3Y040402
16.	Siti Raihana Binti Baharin	Printer (LaserJet)	HP Laserjet Pro M227fdn MFP	1002980 / CPJ-CKPRNT03 / VNC8F00013
17.	Ma Geok Mui	Printer (LaserJet)	HP P2015	1002981 / HP p2015. / CNC1H09625

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
1.	Tang Pee Yan	Desktop	Dell OptiPlex 790	CPJ-ML02/ 9DHD92S	TR2021 - FEB (PCA : 6523110101 & CCA : 652311000)

New Request

No.	User	Device	Model	PO No.

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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