



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

ATM-FM08

To : PKA - Simpang Renggam farm
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 PKA - Simpang Renggam farm :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)	Projector
3	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Saiful Azizi Bin Khairi	Projector	Dell 1550	/ PKA-SPGProjector / CN05M1H3S00818650068
2.	Saiful Azizi Bin Khairi	Desktop	Dell OptiPlex 3060	1004764 / PKA-SRFRM01 / 4QP49R2
3.	Saiful Azizi Bin Khairi	Printer (LaserJet)	Others	1007315 / PKA-SPG / VNC3X00287

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