SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 *FORM*

ATM-FM08

To : PKA - Sri Senawang lab
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 - Sri Senawang lab :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (InkJet)	Printer (LaserJet)	Printer (Thermal)
9	5	1	1	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Roslina Binti Azis	Printer (LaserJet)	Dell 1135n	/ LASERJET / J783DQ1
2.	Roslina Binti Azis	Printer (LaserJet)	Dell B1265dnf	/ B1265dbf / 54X32Y1
3.	Roslina Binti Azis	Desktop	Dell OptiPlex 3060	/ PKA-SWLAB01 / JPJ2GL2
4.	Norliza binti Ibrahim	Desktop	Dell OptiPlex 3060	/ PKA-SWLAB02 / JPHC2K2
5.	Roslina Binti Azis	Desktop	Dell OptiPlex 7010	30006357 / PKA-SS05 / G62XYY1
6.	Mohamad Shahrun Nazreen Bin Rosmin	Desktop	Dell OptiPlex 790	30006357 / PKA-SS01 / 9NTL92S
7.	Nurul Syakila Binti Roslan	Desktop	Dell OptiPlex 790	30006356 / PKA-SS02 / 7NTL92S
8.	Roslina Binti Azis	Printer (Dot Matrix)	Epson LQ-300+II	1001253 / G82Y248609 / G82Y248609
9.	Roslina Binti Azis	Printer (InkJet)	HP Deskjet InkAdvantage 3777 AIO	/ PKA-SSPRT01 / CN7C83D0FG
10.	Roslina Binti Azis		Others	/ PM4i / 24721120349

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.	Mohamad Shahrun Nazreen Bin Rosmin	Desktop	Dell OptiPlex 790	PKA-SS01/ 9NTL92S	TR2021 - JAN (PCA : 6523102763 & CCA : 652310200)
2.	Nurul Syakila Binti Roslan	Desktop	Dell OptiPlex 790	PKA-SS02/ 7NTL92S	TR2021 - JAN (PCA : 6523102763 & CCA : 652310200)
3.	Roslina Binti Azis	Desktop	Dell OptiPlex 7010	PKA-SS05/ G62XYY1	TR2021 - JAN (PCA : 6523102763 & CCA : 652310200)

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