



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office
From : AQUA - SETAPAK HQ (CREDIT CONTROL)
Date : 10th August 2022

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for AQUA - SETAPAK HQ (CREDIT CONTROL) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others
3	1	1	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	WONG JIA XIAN	Desktop	Dell OptiPlex 3046	SFM-STPFN03/6J41TF2	
2.	RONGRIT MUKDAWICHIT	Laptop	Dell Latitude 5290	AA-STHQNB07/DZ46SQ2	Sophos 2 User not in office

C. Inactive IT Asset

The following asset list is not able to trace during IT Preventive Maintenance 2022 as confirmed by person in charge :

No.	User	Device	Model	Computer Name/ Serial No.	Remarks

We agreed that all inactive asset will be removed from IT Asset Listing.

D. Pending Purchasing For 2022

Tech Refresh

No.	User	Device	Model	PO No.

New Request

No.	User	Device	Model	PO No.

E. Budget Plan For 2023

Manage IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remark

1.	WONG JIA XIAN	Desktop	Dell OptiPlex 3046	SFM-STPFN03/6J41TF2	

Additional

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others ()		

Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,

*Approval is required for 'Budget Plan 2023' only. You may ignore this part if not related
Approved by,

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Head of Department/Plant/Farm/Hatchery
CREDIT CONTROL

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AVP and above
CREDIT CONTROL

INTERNAL USE
Effective Date : 30 May 2019