

ASSET DECLARATION 2022 & BUDGET SURVEY 2023 **FORM**

ATM-FM07

To : Information Technology Service Office**From** : AQUA - SETAPAK HQ (FINANCE)**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 (FINANCE) :

A. Summary of IT Asset

No. Of Staff	Desktop	Others	Printer (Dot Matrix)	Printer (LaserJet)
16	4	2	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	MUHAMMAD FAIZEAL BIN ABDUL SALAM	Desktop	Dell OptiPlex 7010	AA-STPMKT12/CGM8F2S	Budget Cancel for 2022
2.	Mandy Yeoh Poh Ai	Desktop	Dell OptiPlex 3060	AA-STPFN05/H35XVV2	Monitor : FJ9Q4T2
3.	LOO CHIEN ER	Desktop	Dell Optiplex 3090	AA-STPFN06/4LDKPQ3	
4.	LOO CHIEN ER	Printer (Dot Matrix)	Epson LQ-300+II	Epson LQ300+II FN06/G82Y260422	Borrowed to credit control department
5.	MANDY YEOH POH AI	Printer (Dot Matrix)	Epson LQ-300+II	EPSON LQ - 300+II/GBZY248710	G82Y248710 MrRongrit borrow
6.	MANDY YEOH POH AI	Printer (LaserJet)	Dell 1135n	AA-STPFNPR01/58VZ3M1	

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
1.	MANDY YEOH POH AI	Desktop	Dell OptiPlex 7010	AA-STPFIN09/9CH5F2S	TR2021 MIA

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.	MUHAMMAD FAIZEAL BIN ABDUL SALAM	Desktop	Dell OptiPlex 7010	AA-STPMKT12/CGM8F2S	Budget Cancel for 2022

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,

()
Head of Department/Plant/Farm/Hatchery
FINANCE

()
AVP and above
FINANCE

INTERNAL USE
Effective Date : 30 May 2019