



## ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

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

#### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others	Printer (LaserJet)
4	1	11	8	1

#### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	MICHELLE CHENG LAI YEE	Desktop	Dell Optiplex 3090	AA-STPMKT16/ 39SDPQ3	
2.	CHONG YEW SENG	Laptop	Dell Latitude 3490	AA-STHQNB10/ BHB6SQ2	Sophos 2
3.	WIRAT PHOTHIPHAN	Laptop	Microsoft Surface	AA-STFNB01/ 012453673453	
4.	Manoon Vongsaowapakkul	Laptop	Dell Latitude 5280	AA-STHQNB30/ 7QC9FH2	New laptop (Long term loan by Mr Manoon) User not in office
5.	BENEDICT TAN TAI YIK	Laptop	Dell Latitude 5290	AA-STHQNB08/ 2HV6SQ2	
6.	Hea Kok Wei	Laptop	Dell Latitude 5290	AA-STHQNB11/ 5T46SQ2	User not in office
7.	CHANG SWE MING	Laptop	Others	AA-STHQNB17/ 015051285053	User not in office Outstation
8.	SOMBAT PROMMOON	Laptop	Microsoft Surface	AA-STHQNB05/ 027513384953	User not in office
9.	SUNTHORN CHUANKLIN	Laptop	Microsoft Surface	AA-STHQNB06/ 015128485053	User not in office
10.	WEERAWUT HIRANMATEEKUL	Laptop	Others	AA-STHQNB23/ 015050385053	Outstation
11.	LAI YOKE WAI	Laptop	Others	AA-STHQNB13/ 2CSMNT2	Latitude 5300 Outstation
12.	YIP KAM TOH	Laptop	Microsoft Surface	AQUA-CEO01/ 010088482953	MICROSOFT SURFACE Sophos 1 User not in office
13.	MICHELLE CHENG LAI YEE	Printer (LaserJet)	Others	AA-STPPOPRINTER01/ VNC5L00205	HP Color Laserjet Pro M180n (3 yrs warranty) Mr Wirat bring back home

#### 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.
1.	Veerachai Charoensilpskul	Laptop	Microsoft Surface Pro 7	4500193006

**E. Budget Plan For 2023****Manage IT Asset**

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

**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**  
MANAGEMENT OFFICE

( )  
**AVP and above**  
MANAGEMENT OFFICE

*INTERNAL USE*  
*Effective Date : 30 May 2019*