



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : AQUA - SETAPAK HQ (FINANCE)

From : Information Technology Service Office

Date : 15th September 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

Following is the summary for AQUA - SETAPAK HQ (FINANCE) :

A. Summary of IT Asset

No. Of Staff	Desktop	Others	Printer (Dot Matrix)	Printer (LaserJet)
18	3	2	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	LOO CHIEN ER	Printer (Dot Matrix)	Epson LQ-300+II	1000-03-22 / Epson LQ300+II FN06 / G82Y260422
2.	LOO CHIEN ER	Others	Others	/ AA-IPPH26 / 3140018092D04604
3.	LOO CHIEN ER	Desktop	Dell Optiplex 3090	/ AA-STPFN06 / 4LDKPQ3
4.	MANDY YEOH POH AI	Printer (Dot Matrix)	Epson LQ-300+II	2022-02-16 / EPSON LQ - 300+II / GBZY248710
5.	MANDY YEOH POH AI	Printer (LaserJet)	Dell 1135n	1008-01-21 / AA-STPFNPR01 / 58VZ3M1
6.	Mandy Yeoh Poh Ai	Desktop	Dell OptiPlex 3060	1003955 / AA-STPFN05 / H35XVV2
7.	MANDY YEOH POH AI	Others	Others	/ AA-IPPH48 / 3142018111406409
8.	MUHAMMAD FAIZEAL BIN ABDUL SALAM	Desktop	Dell Optiplex 3046	/ AA-STPFN07 / 1WF81H2

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

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 25 August 2022.

Thank You

Yours faithfully,

Information Technology Service Office

INTERNAL USE
Effective Date : 30 May 2019