

SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 **FORM**

ATM-FM08

To : AQUA - SETAPAK HQ (FEED SALES)

From : Information Technology Service Office

Date : 5th September 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

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

A. Summary of IT Asset

No. Of Staff	Laptop
34	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	CHEAH KOK CHOY	Laptop	Dell Latitude 3490	/ AA-STHQNB03 / 1MNTDP2
2.	Wong Sie Houng	Laptop	Dell Latitude 3490	1003-01-27 / AA-STHQNB12 / JZYRKR2

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