



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : AQUA - SETAPAK HQ (MARKETING)

From : Information Technology Service Office

Date : 21st September 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

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

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others
22	3	2	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	CHEN TEK YOON	Laptop	Dell Latitude 3480	/ AA-STPNB26 / CN81PJ2
2.	LIM PEI FUN	Desktop	Dell Optiplex 3090	/ AA-STPMKT17 / 2BSDPQ3
3.	SUMMER CHEN YEAT LEE	Desktop	Dell OptiPlex 3040	/ AA-STPMKT09 / 9V83CD2
4.	SUMMER CHEN YEAT LEE	Others	Others	/ AA-IPPH39 / 3142018111403946
5.	TEO JIA XIN	Others	Others	/ AA-IPPH21 / 3140018092D04452
6.	WAN NAJWA BINTI WAN MOHD BAKRI	Desktop	Dell Optiplex 3090	/ AA-STPMKT18 / 3LDKPQ3
7.	YIP JE YUE	Laptop	Dell Latitude 3420	/ AA-STPNB50 / 9H44PL3.

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.

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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