ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office

From : AQUA - SETAPAK HQ (CUSTOMER SERVICE)

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 (CUSTOMER SERVICE) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others
4	3	1	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Lim Su King	Desktop	Dell OptiPlex 3046	AA-STPSL01/ 6HZ0TF2	
2.	LEONG SHI LING	Desktop	Dell Optiplex 3050	AA-STHQFS05/ 9ZL69R2	
3.	NORAINI BINTI ABU BAKAR	Desktop	Dell Optiplex 3050	AA-STHQFS04 / 9ZK09R2	
4.	PHANG HUEY JIUN	Laptop	Dell Latitude 3490	AA-STHQNB09 / 20ZRKR2	Sophos 2

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.

E. Budget Plan For 2023

Manage IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remark
1.	Lim Su King	Desktop	Dell OptiPlex 3046	AA-STPSL01/ 6HZ0TF2	
2.	LEONG SHI LING	Desktop	Dell Optiplex 3050	AA-STHQFS05/ 9ZL69R2	
3.	NORAINI BINTI ABU BAKAR	Desktop	Dell Optiplex 3050	AA-STHQFS04 / 9ZK09R2	

Additional

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others (_____)		

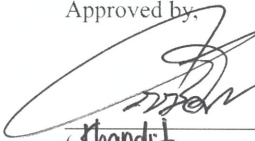Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,

(Phang Huey Jiun.)
Head of Department/Plant/Farm/Hatchery
CUSTOMER SERVICE

INTERNAL USE
Effective Date : 30 May 2019

*Approval is required for 'Budget Plan 2023' only. You may ignore this part if not related
Approved by:

(Thandit)   Yutthaphong.
AVP and above
CUSTOMER SERVICE