



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office
From : AQUA - SETAPAK HQ (ENGINEERING)
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 (ENGINEERING) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others	Printer (InkJet)
30	1	3	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	PUI SHIAU LING	Desktop	Dell OptiPlex 3046	AA-STPOF02/6HY3TF2	Sophos 1
2.	Uthit Chuaykuea	Laptop	Dell Latitude 3480	AA-STHQNB04/CXG53L2	sophos 2. user not in office
3.	Prasert Pattapat	Laptop	Dell Latitude 5290	AA-STPENGNB01/15TIQN2	
4.	Charoen Sangthong	Laptop	Dell Latitude 3400	AA-STPENGNB02/5RP2XZ2	User not in office

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
1.	Uthit Chuaykuea		HP K8600	TH9692204N/TH9692204N	not function

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.	PUI SHIAU LING	Desktop	Dell OptiPlex 3046	AA-STPOF02/ 6HY3TF2	Sophos 1
2.	Uthit Chuaykuea	Laptop	Dell Latitude 3480	AA-STHQN04/ CXG53L2	sophos 2. user not in office

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,

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**Head of Department/Plant/Farm/Hatchery
 ENGINEERING**

*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,

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**AVP and above
 ENGINEERING**