



## ASSET DECLARATION 2022 &amp; BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office

From : AQUA - SETAPAK HQ ( FINANCE )

Date : 10th August 2022

## RE : IT ASSET DECLARATION 2022 &amp; IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for AQUA - SETAPAK HQ ( FINANCE ) :

## A. Summary of IT Asset

No. Of Staff	Desktop	Others	Printer (Dot Matrix)	Printer (LaserJet)
16	4	2	2	1

## B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	MUHAMMAD FAIZEAL BIN ABDUL SALAM /	Desktop /	Dell OptiPlex 7010 /	AA-STPMKT12/CGM8F2S /	Budget Cancel for 2022 Change to 1WF81H2 (Dell OptiPlex 3046)
2.	Mandy Yeoh Poh Ai /	Desktop /	Dell OptiPlex 3060 /	AA-STPFN05/H35XVV2 /	Monitor : FJ9Q4T2
3.	LOO CHIEN ER /	Desktop /	Dell Optiplex 3090 /	AA-STPFN06/4LDKPQ3 /	
4.	LOO CHIEN ER /	Printer (Dot Matrix) /	Epson LQ-300+II /	Epson LQ300+II FN06/G82Y260422 /	Borrowed to credit control department
5.	MANDY YEOH POH AI /	Printer (Dot Matrix) /	Epson LQ-300+II /	EPSON LQ - 300+II/GBZY248710 /	G82Y248710 Mr Rongrit borrow
6.	MANDY YEOH POH AI /	Printer (LaserJet) /	Dell 1135n /	AA-STPFNPR01/58VZ3M1 /	

## 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.	MANDY YEOH POH AI	Desktop	Dell OptiPlex 7010	AA-STPFIN09/9CH5F2S	TR2021 MIA

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.	MUHAMMAD FAIZEAL BIN ABDUL SALAM	Desktop	Dell OptiPlex 7010	AA-STPMKT12/CGM8F2S	Budget Cancel for 2022

**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,

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

(  
Head of Department/Plant/Farm/Hatchery  
FINANCE

18 AUG 2022

INTERNAL USE  
Effective Date : 30 May 2019

(  
AVP and above  
FINANCE