

ASSET DECLARATION 2022 & BUDGET SURVEY 2023 **FORM**

ATM-FM07

To : Information Technology Service Office
From : AQUA - SETAPAK HQ (INFORMATION TECHNOLOGY)
Date : 22nd 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 (INFORMATION TECHNOLOGY) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others
13	3	14	6

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	AMIN TAUFIQ BIN ZAKARIA	Desktop	Dell Optiplex 3046	AA-STPCON02/ 6J00TF2	Sophos 1
2.	AMIN TAUFIQ BIN ZAKARIA	Desktop	Dell Optiplex 3046	AA-STPCON01/ 6J3XSF2	
3.	Norlina binti Ramli	Desktop	Dell OptiPlex 3070	CPF-ITPC02/ CXXCNX2	
4.	WAN NUR HAIZUN BINTI WAN KAMAL	Laptop	Dell Latitude 3480	CPF-ITNB26/ CKT46F2	
5.	TENGGU MOHAMMAD FAUZAN	Laptop	Dell Latitude 3490	CPF-ITNB05/ 17DB1W2	
6.	NORLINA BINTI RAMLI	Laptop	Others	CPFIT-NB01/ C02X701KHH2G	
7.	NUR ISMAHANI ALIAH	Laptop	Dell Latitude 3480	CPF-ITNB51/ FN81PJ2	with bag and power adapter
8.	WAN NOR FARHANA BINTI WAN AWANG	Laptop	Dell Latitude 3490	CPF-ITNB38/ 6MNTDP2	
9.	AMIN TAUFIQ BIN ZAKARIA	Laptop	Dell Latitude 3480	CPF-ITNB07/ GN81PJ2	
10.	MUHAMMAD FARHAN BIN ZAINUDIN	Laptop	Dell Latitude 3490	CPF-ITNB49/ 21PZ1W2	
11.	AZRI BIN SHABUDDIN	Laptop	Dell Latitude 3490	CPF-ITNB17/ 2R6B1W2	
12.	MUHAMMAD FIRDAUS BIN AZMI	Laptop	Dell Latitude 3400	CPF-ITNB23/ 434FMW2	
13.	MUHAMMAD FIRDAUS BIN MAARIF	Laptop	Dell Latitude 3400	CPF-ITNB47/ 9HWFMW2	
14.	Leong Soon Chiew	Laptop	Dell Latitude 3400	CPF-ITNB24/ 334FMW2	Port Klang
15.	AMONRAT PHISUTTIAN	Laptop	Dell Latitude 3420	CPF-ITNB40/ CF0FR93	Port Klang
16.	MUHAMMAD FIRDAUS BIN AZMI	Laptop	Dell Latitude 3420	ITUSE1/ CWKSDL3	
17.	AMIN TAUFIQ BIN ZAKARIA	Laptop	Dell Latitude 3420	CPF-ITNB54/ CQKSDL3	

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	Remarks

			No.	

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.	AMIN TAUFIQ BIN ZAKARIA	Desktop	Dell Optiplex 3046	AA STPCON02/ 6J00TF2	Sophos 1
2.	AMIN TAUFIQ BIN ZAKARIA	Desktop	Dell Optiplex 3046	AA STPCON01/ 6J3XSF2	
3.	WAN NUR HAIZUN BINTI WAN KAMAL	Laptop	Dell Latitude 3480	CPF-ITNB26/ CKT46F2	
4.	NUR ISMAHANI ALIAH	Laptop	Dell Latitude 3480	CPF-ITNB51/ FN81PJ2	with bag and power adapter
5.	AMIN TAUFIQ BIN ZAKARIA	Laptop	Dell Latitude 3480	CPF-ITNB07/ GN81PJ2	
6.	NORLINA RAMLI	Laptop	Macbook	CPFIT-NB01/ C02X701KHH2G	

Additional


No.	Device	Quantity	Purpose
1.	Laptop	7	3 under PKA, 2 under SFM, 2 under AA
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
INFORMATION TECHNOLOGY


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AVP and above
INFORMATION TECHNOLOGY