



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others	Printer (LaserJet)
4	1	11	8	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	MICHELLE CHENG LAI YEE	Desktop	Dell Optiplex 3090	AA-STPMKT16/ 39SDPQ3 ✓	
2.	CHONG YEW SENG	Laptop	Dell Latitude 3490	AA-STHQNB10/ BHB6SQ2 ✓	Sophos 2
3.	WIRAT PHOTHIPHAN	Laptop	Microsoft Surface	AA-STFNB01/ 012453673453 ✓	
4.	Manoon Vongsawapakkul	Laptop	Dell Latitude 5280	AA-STHQNB30/ 7QC9FH2	New laptop (Long term loan by Mr Manoon) User not in office
5.	BENEDICT TAN TAI YIK	Laptop	Dell Latitude 5290	AA-STHQNB08/ 2HV6SQ2 ✓	
6.	Hea Kok Wei	Laptop	Dell Latitude 5290	AA-STHQNB11/ 5T46SQ2 ✓	User not in office
7.	CHANG SWE MING	Laptop	Others	AA-STHQNB17/ 015051285053 ✓	User not in office Outstation
8.	SOMBAT PROMMOON	Laptop	Microsoft Surface	AA-STHQNB05/ 027513384953 ✓	User not in office
9.	SUNTHORN CHUANKLIN	Laptop	Microsoft Surface	AA-STHQNB06/ 015128485053 ✓	User not in office
10.	WEERAWUT HIRANMATEEKUL	Laptop	Others	AA-STHQNB23/ 015050385053 ✓	Outstation
11.	LAI YOKE WAI	Laptop	Others	AA-STHQNB13/ 2CSMNT2 ✓	Latitude 5300 Outstation
12.	YIP KAM TOH	Laptop	Microsoft Surface	AQUA-CEO01/ 010088482953 ✓	MICROSOFT SURFACE Sophos 1 User not in office
13.	MICHELLE CHENG LAI YEE	Printer (LaserJet)	Others	AA-STPPOPINTER01/ VNC5L00205 ✓	HP Color Laserjet Pro M180n (3 yrs warranty) Mr Wirat bring back home

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.
1.	Veerachai Charoensilpskul	Laptop	Microsoft Surface Pro 7	4500193006

(already transfer
back to Thailand)

E. Budget Plan For 2023**Manage IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remark

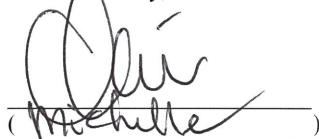
Additional

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,



Head of Department/Plant/Farm/Hatchery
MANAGEMENT OFFICE

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,

()

AVP and above
MANAGEMENT OFFICE