



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : AQUA - Setapak HQ (Accounts)

Date : 22nd July 2021

RE : IT ASSET DECLARATION 2021 & IT BUDGET SURVEY 2022

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

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others
84	14	5	6

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Edlyn Lim Pei Tein	Desktop	Dell OptiPlex 3046 ✓	AA-STPAC02/ FQ02TF2 ✓	Sophos 1 WFH ✓
2.	Lim Huah Ting	Desktop	Dell OptiPlex 3046 ✓	AA-STPAC01/ FQ03TF2 ✓	Sophos 1 WFH ✓
3.	Lim Fui Sun	Desktop	Dell OptiPlex 3046 ✓	AA-STPAC05/ 6M83LG2 ✓	in use
4.	Leow Yee Mun	Desktop	Dell OptiPlex 3046 ✓	AA-STPAC04/ 1WJB1H2 ✓	WFH ✓
5.	Arif Iskandar Bin Che Abdul Rahman	Desktop	Dell OptiPlex 790 ✓	AA-STPAC17/ HWG3D2S ✓	for SSC scan use ✓
6.	Arif Iskandar Bin Che Abdul Rahman	Desktop	Dell Optiplex 3050 ✓	AA-STPAC03/ C5SWFL2 ✓	Sophos 2 WFH ✓
7.	Mohamad Safuan Bin Samsudi	Desktop	Dell Optiplex 3050 ✓	AA-STPAC23/ F74V9P2 ✓	in use
8.	Chng Sin May	Desktop	Dell Optiplex 3050 ✓	AA-STPAC20/ 9ZH28R2 ✓	WFH ✓
9.	Wan Nurul Syuhada Binti Wan Ahmad Azhan	Desktop	Dell Optiplex 3050 ✓	AA-STPAC14/ 9ZM59R2 ✓	WFH ✓
10.	Chee Yen Wei	Desktop	Dell OptiPlex 3060 ✓	AA-STPAC22/ H33ZVV2 ✓	in use
11.	Lim Huah Ting	Desktop	Dell OptiPlex 3060 ✓	AA-STPFN04/ JPHF862 ✓	WFH in use
12.	Muhammad Fitri bin Mohamad Noor	Desktop	Dell OptiPlex 3070 ✓	AA-STPAC21/ 71LX933 ✓	in use
13.	Loke Horng Cherng	Desktop	Dell OptiPlex 3070 ✓	AA-STPAC12/ 71JT933 ✓	WFH ✓
14.	Violet Tan Yu Jin	Desktop	Dell OptiPlex 3070 ✓	AA-STPAC11/ 71K2B33 ✓	WFH ✓
15.	Lim Fui Sun	Laptop	Dell Latitude E5440 ✓	AA-STPNB17/ HRY6YZ1 ✓	in use
16.	Chalernsak Rimdusit	Laptop	Dell Latitude 3379 ✓	SFM-ACNB03/ 43K03C2 ✓	Sophos 1 User not in office ✓
17.	Fanny Hing Puey Hoon	Laptop	Dell Latitude 3490 ✓	AA-STHQB20/ 1QVZ1W2 ✓	In Use
18.	Wong Fei San	Laptop	Dell Latitude 3400 ✓	AA-STHQB24/ 234FMW2 ✓	in use
19.	Lim Fui Sun	Laptop	Dell Latitude 5290 ✓	AA-STHQB19/ BMBQXT2 ✓	in use

C. Inactive IT Asset

The following asset list is not able to trace during IT Preventive Maintenance 2021 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 2021

Waiting for Vendor/IT Delivery

No.	User	Device	Model	PO No.	Asset ID	New Serial No.

Waiting for Purchase Request

No.	User	Device	Model	IO No.

E. Budget Plan For 2022

No.	User	Device	Model	Computer Name/ Serial No.	Remark
1.	Arif Iskandar Bin Che Abdul Rahman	Desktop	Dell OptiPlex 790	AA-STPACC17/ HWG3D2S	for SSC scan use

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

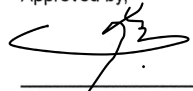
Yours faithfully,


 Jennifer Lim
 ()
 Head of Department/Plant/Farm/Hatchery
 Accounts

INTERNAL USE
 Effective Date : 30 May 2019

*Approval is required for 'Budget Plan 2022' only. You may ignore this part if not related

Approved by,


 Chalernsak Rimdusit
 ()
 AVP and above
 Accounts