ATM-FM07

To : Information Technology Service Office   *Sales Administration*
From : AQUA - Setapak HQ (~~Customer~~ Service)   *Logistic*
Date : 22nd July 2021

RE : IT ASSET DECLARATION 2021 & IT BUDGET SURVEY 2022

Sales Administration - Logistic

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

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others
4	3	1	

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Lim Su King	Desktop	Dell OptiPlex 3046	AA-STPSL01/ 6HZ0TF2	
2.	Leong Shi Ling	Desktop	Dell Optiplex 3050	AA-STHQFS05/ 9ZL69R2	
3.	Noraini binti Abu Bakar	Desktop	Dell Optiplex 3050	AA-STHQFS04 / 9ZK09R2	
4.	Phang Huey Jiun	Laptop	Dell Latitude 3490	AA-STHQNB09 / 20ZRKR2	Sophos 2

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

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 2022' only. You may ignore this part if not related
Approved by,

1/2

7/22/202

(Phang Huey Jiun)
Head of Department/Plant/Farm/Hatchery
Customer Service

INTERNAL USE
Effective Date : 30 May 2019

( )
AVP and above
Customer Service