



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
 From : AQUA - Setapak HQ (Finance)
 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 (Finance) :

A. Summary of IT Asset

No. Of Staff	Desktop	Others	Printer (Dot Matrix)	Printer (LaserJet)
23	4	2	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Muhammad Faizal Bin Abdul Salam	Desktop	Others - HP	AA-STPFN04/ SGH045PGG4	Sophos old User not in office
2.	Loo Chien Er	Desktop	Dell OptiPlex 3046	SFM-STPFN02/ FQ00TF2	WFH
3.	Mandy Yeoh Poh Ai	Desktop	Dell OptiPlex 3060	AA-STPFN05/ H35XVV2	Monitor : FJ9Q4T2 WFH
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
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 2021 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 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 ()		

7/22/2021

IT Asset Declaration 2021 & Budget Survey 2022

Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,

Ling

(Lesnny Lam)
Head of Department/Plant/Farm/Hatchery
Finance

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,

(_____)
AVP and above
Finance