



## ASSET DECLARATION &amp; BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office  
 From : AQUA - Setapak HQ ( HR/General Affairs & Govt. Liaison )  
 Date : 22nd July 2021

## RE : IT ASSET DECLARATION 2021 &amp; IT BUDGET SURVEY 2022

We refer to the above matter. The following is the declaration for AQUA - Setapak HQ ( HR/General Affairs & Govt. Liaison ) :

## A. Summary of IT Asset

No. Of Staff	Desktop
11	1

## B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Nadia binti Zakaria	Desktop	Dell OptiPlex 3046	AA-STPHR06/ 6J1YSF2	Sophos 1

## 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,

( )  
 Head of Department/Plant/Farm/Hatchery  
 HR/General Affairs & Govt. Liaison

( )  
 AVP and above  
 HR/General Affairs & Govt. Liaison