ASSET DECLARATION & BUDGET SURVEY *FORM*
ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others	Printer (LaserJet)
15	1	11	8	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Cheng Lai Yee	Desktop	Dell OptiPlex 3046	AA-STPOP01/ 6J00TF2	Sophos 1
2.	Chong Yew Seng	Laptop	Dell Latitude 3490	AA-STHQNB10/ BHB6SQ2	Sophos 2
3.	Wirat Phothiphan	Laptop	Others	AA-STFNB01/ 012453673453	
4.	Manoon Vongsaowapakkul	Laptop	Dell Latitude 5280	SFM-SMNB05/ 7QC9FH2	New laptop (Long term loan by Mr Manoon) User not in office
5.	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.	Cheng Lai Yee	Printer (LaserJet)	Others	AA-STPPOPRINTER01/ 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 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
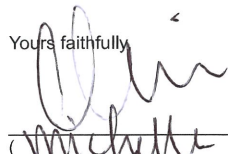
Additional

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

(_____)
Head of Department/Plant/Farm/Hatchery
Management Office

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

(_____)
AVP and above
Management Office

INTERNAL USE
Effective Date : 30 May 2019