



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others	Printer (Dot Matrix)
5	2	1	4	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Wong Jia Xian	Desktop	Dell OptiPlex 3046	SFM-STPFN03/ 6J41TF2	
2.	Jennifer Teh Moon Ping	Desktop	Dell OptiPlex 3046	SFM-STPFN01/ FQ01TF2	Sophos 1
3.	Rongrit Mukdawichit	Laptop	Dell Latitude 5290	AA-STHQB07/ DZ46SQ2	Sophos 2 User not in office
4.	Jennifer Teh Moon Ping	Printer (Dot Matrix)	Epson LQ-300+	AA-STPCRPR01/ DCAY142159	

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
Credit Control
INTERNAL USE
Effective Date : 30 May 2019

(_____)
AVP and above
Credit Control