ASSET DECLARATION & BUDGET SURVEY *FORM*

ATM-FM07

To   :   Information Technology Service Office

From   :   AQUA - Setapak HQ (Engineering)

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 (Engineering) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others	Printer (InkJet)
46	1	4	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Pui Shiau Ling	Desktop	Dell OptiPlex 3046	SFM-STPOF02/ 6HY3TF2	Sophos 1
2.	Uthit Chuaykuea	Laptop	Dell Latitude 3480	AA-STHQNB04/ CXG53L2	sophos 2. user not in office
3.	Prasert Pattapat	Laptop	Dell Latitude 5290	AA-STPENGNB01/ 15T1QN2	
4.	Charoen Sangthong	Laptop	Dell Latitude 3400	AA-STPENGNB02/ 5RP2XZ2	User not in office

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.	Uthit Chuaykuea	Printer (InkJet)	HP K8600	TH9692204N/ TH9692204N	not function
2.	Uthit Chuaykuea	Laptop	Dell Latitude 3480	AA-STPENG01/ CXG5312	sophos 1 User not in office

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,

Approved by,

_____
(   )
Head of Department/Plant/Farm/Hatchery
Engineering

_____
(   )
AVP and above
Engineering

INTERNAL USE
Effective Date : 30 May 2019