



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Laptop
27	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Cheah Kok Choy	Laptop	Dell Latitude 3490	AA-STHQNB03/ 1MNTDP2	Sophos 1 user outstation
2.	Kwan Pok Li	Laptop	Dell Latitude 3490	AA-STHQNB18/ HXZRKR2	Sophos 2 Outstation
3.	Wong Sie Houng	Laptop	Dell Latitude 3490	AA-STHQNB12/ JZYRKR2	Outstation

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
Feed Sales

(
AVP and above
Feed Sales

INTERNAL USE
Effective Date : 30 May 2019