



## ASSET DECLARATION &amp; BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : AQUA - Setapak HQ ( Finance )

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 ( Finance ) :

## A. Summary of IT Asset

| No. Of Staff | Desktop | Others | Printer (Dot Matrix) | Printer (LaserJet) |
|--------------|---------|--------|----------------------|--------------------|
| 23           | 4       | 2      | 2                    | 1                  |

## B. Detailed Information Of Active IT Asset

| No. | User                             | Device               | Model              | Computer Name/<br>Serial No.          | Remarks                               |
|-----|----------------------------------|----------------------|--------------------|---------------------------------------|---------------------------------------|
| 1.  | Muhammad Faizeal Bin Abdul Salam | Desktop              | Others             | AA-STPFN04/<br>SGH045PGG4             | Sophos old User not in office         |
| 2.  | Loo Chien Er                     | Desktop              | Dell OptiPlex 3046 | SFM-STPFN02/<br>FQ00TF2               | WFH                                   |
| 3.  | Mandy Yeoh Poh Ai                | Desktop              | Dell OptiPlex 3060 | AA-STPFN05/<br>H35XVV2                | Monitor : FJ9Q4T2 WFH                 |
| 4.  | Loo Chien Er                     | Printer (Dot Matrix) | Epson LQ-300+II    | Epson LQ300+II<br>FN06/<br>G82Y260422 | Borrowed to credit control department |
| 5.  | Mandy Yeoh Poh Ai                | Printer (Dot Matrix) | Epson LQ-300+II    | EPSON LQ -<br>300+II/<br>GBZY248710   | G82Y248710                            |
| 6.  | Mandy Yeoh Poh Ai                | Printer (LaserJet)   | Dell 1135n         | AA-STPFNPR01/<br>58VZ3M1              |                                       |
|     |                                  |                      |                    |                                       |                                       |
|     |                                  |                      |                    |                                       |                                       |
|     |                                  |                      |                    |                                       |                                       |

## 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/<br>Serial No. | Remarks    |
|-----|-------------------|---------|--------------------|------------------------------|------------|
| 1.  | Mandy Yeoh Poh Ai | Desktop | Dell OptiPlex 7010 | AA-STPFIN09/<br>9CH5F2S      | TR2021 MIA |
|     |                   |         |                    |                              |            |
|     |                   |         |                    |                              |            |
|     |                   |         |                    |                              |            |

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<br>Serial<br>No. |
|-----|------|--------|-------|--------|----------|----------------------|
|     |      |        |       |        |          |                      |

## Waiting for Purchase Request

| No. | User | Device | Model | IO No. |
|-----|------|--------|-------|--------|
|     |      |        |       |        |

## E. Budget Plan For 2022

| No. | User | Device | Model | Computer Name/<br>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**  
Finance

( \_\_\_\_\_ )  
**AVP and above**  
Finance

**INTERNAL USE**  
Effective Date : 30 May 2019