



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : AQUA - Setapak HQ (Marketing)

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 (Marketing) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others
31	4	2	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Summer Chen Yeat Lee	Desktop	Dell OptiPlex 3040	AA-STPMKT09/ 9V83CD2	Sophos 1 User not in office
2.	Teo Jia Xin	Desktop	Dell OptiPlex 3046	AA-STPOF03/ 6J3XSF2	Sophos 1
3.	Lai Chin Ling	Desktop	Dell OptiPlex 7010	AA-STPMKT12/ CGM8F2S	
4.	Lim Pei Fun	Desktop	Dell OptiPlex 7010	AA-STPMKT11/ FR1XYY1	
5.	Yip Je Yue	Laptop	Dell Latitude E5440	AA-STPNB25/ B5Y6YZ1	
6.	Chen Tek Yoon	Laptop	Dell Latitude 3480	AA-STPNB26/ CN81PJ2	Sophos 1

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
1.	Lai Chin Ling	Desktop	Dell OptiPlex 7010	AA-STPMKT12/ CGM8F2S	
2.	Lim Pei Fun	Desktop	Dell OptiPlex 7010	AA-STPMKT11/ FR1XYY1	

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
Marketing

(_____)
AVP and above
Marketing

INTERNAL USE
Effective Date : 30 May 2019