



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : AQUA - Setapak HQ (Customer Service)
From : Information Technology Service Office
Date : 8th September 2021

SUMMARY OF IT ASSET 2021 & BUDGET 2022

We refer to the above matter.

Following is the summary for AQUA - Setapak HQ (Customer Service) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others
4	3	1	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Leong Shi Ling	Desktop	Dell Optiplex 3050	1003026 / AA-STHQFS05 / 9ZL69R2
2.	Leong Shi Ling	Others	Others	/ AA-IPPH12 / 3140018092D04796
3.	Lim Su King	Desktop	Dell OptiPlex 3046	/ AA-STPSL01 / 6HZ0TF2
4.	Lim Su King	Others	Others	/ AA-IPPH20 / 3142018101410883
5.	Noraini binti Abu Bakar	Desktop	Dell Optiplex 3050	1003025 / AA-STHQFS04 / 9ZK09R2
6.	Noraini binti Abu Bakar	Others	Others	/ AA-IPPH11 / 3140018092D04601
7.	Phang Huey Jiun	Laptop	Dell Latitude 3490	1003036 / AA-STHQB09 / 20ZRKR2

D. Pending Purchasing For 2021

Tech Refresh

No.	User	Device	Model	PO No.

E. Budget Plan For 2022

Manage IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remark
1.	Lim Su King	Desktop	Dell OptiPlex 3046	AA-STPSL01/ 6HZ0TF2	

New Request

No.	User	Device	Model	PO No.

If the information above is incorrect, please notify us via email to itso.survey@cpmalaysia.com before 20 August 2021.

Thank You

Yours faithfully,

Information Technology Service Office

INTERNAL USE
Effective Date : 30 May 2019