



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 **FORM**

ATM-FM08

To : AQUA - Setapak HQ (Feed Sales)
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 (Feed Sales) :

A. Summary of IT Asset

No. Of Staff	Laptop
28	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Cheah Kok Choy	Laptop	Dell Latitude 3490	/ AA-STHQN03 / 1MNTDP2
2.	Kwan Pok Li	Laptop	Dell Latitude 3490	1003028 / AA-STHQN018 / HXZRKR2
3.	Wong Sie Houn	Laptop	Dell Latitude 3490	1003027 / AA-STHQN012 / JZYRKR2

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

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