

ASSET DECLARATION 2022 & BUDGET SURVEY 2023 **FORM**

ATM-FM07

To : Information Technology Service Office**From** : TTM - ALAM DAMAI OUTLET**Date** : 30th August 2022**RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023**

We refer to the above matter. The following is the declaration for TTM - ALAM DAMAI OUTLET :

A. Summary of IT Asset

No. Of Staff	Desktop	Monitor	POS Machine	Printer (LaserJet)	Printer (Thermal)	Scanner Barcode
1	1	1	1	2	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Alam Damai	Desktop	Dell Optiplex 9020	TTMSC-9110/ B8HHS62	Sophos old
2.	TTM - Alam Damai	Printer (Thermal)	Wincor TH200i	TTMPT-9110/ BYG0047050	
3.	TTM - Alam Damai	Printer (LaserJet)	Dell E310dw	TTM-PL9110/ 3YZQ132	

C. Inactive IT Asset

The following asset list is not able to trace during IT Preventive Maintenance 2022 as confirmed by person in charge :

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Alam Damai	Printer (LaserJet)	Dell E310dw	TTMPL/ 3Z6Q132	MIA

We agreed that all inactive asset will be removed from IT Asset Listing.

D. Pending Purchasing For 2022**Tech Refresh**

No.	User	Device	Model	PO No.

New Request

No.	User	Device	Model	PO No.

E. Budget Plan For 2023**Manage IT Asset**

No.	User	Device	Model	Computer	Remark
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				Name/ Serial No.	

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 2023' only. You may ignore this part if not related
 Approved by,

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Head of Department/Plant/Farm/Hatchery

()
AVP and above

INTERNAL USE
 Effective Date : 30 May 2019