

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

ATM-FM07

To : Information Technology Service Office**From** : TTM - AYER ITAM OUTLET**Date** : 8th October 2022**RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023**

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

A. Summary of IT Asset

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

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - AYER ITAM	Printer (Thermal)	Posiflex Printer Thermal PP6900	TTM-PT9172/PPL60907	AYER ITAM Printer Thermal
2.	TTM - AYER ITAM	Printer (LaserJet)	HP Laserjet Pro M227fdn MFP	TTM-PL9172/VNF3D03564	LASERJET M211d Ayer Itam outlet
3.	TTM - AYER ITAM	OTHER	CASHBOX9172	BLRG051120210791	
4.	TTM - AYER ITAM	Scanner Barcode	PosiFlex	TTM-SB9172	(CDM21367)
5.	TTM - AYER ITAM	POS Machine	Posiflex	TTMPI-9172	(XTL51604)
6.	TTM - AYER ITAM	Computer	Dell Optiplex 9020	TTMSC-9172 (B83HS62)	
7.	TTM - AYER ITAM	THERMAL PRINTER	POSIFLEX	TTMPT-9172 (PPL60907)	
8.	TTM - AYER ITAM	MONITOR	POSIFLEX	TTMMO-9172 (LML5B0850)	

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

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

()
Head of Department/Plant/Farm/Hatchery

()
AVP and above

INTERNAL USE
Effective Date : 30 May 2019