

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

ATM-FM07

To : Information Technology Service Office
From : TTM - TAMAN MERANTI JAYA 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 - TAMAN MERANTI JAYA OUTLET :

A. Summary of IT Asset

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

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Taman Meranti Jaya	Desktop	Dell Optiplex 9020	TTMSC-9122/ B8BDS62	FOR MERANTI OUTLET 10.200.130.151
2.	TTM - Taman Meranti Jaya	Printer (Thermal)	Wincor TH200i	TTM-PT9122/ BYG0047033	
3.	TTM - Taman Meranti Jaya	Printer (LaserJet)	Dell v313w	TTMPL-9122/ 3YXQ132	Model Dell 310dw

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 - Taman Meranti Jaya		Datalogic QW2170	TTM-SB9122/ G151A2603	NA

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

				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,

()
Head of Department/Plant/Farm/Hatchery

()
AVP and above

INTERNAL USE
Effective Date : 30 May 2019