

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

ATM-FM07

**To** : Information Technology Service Office**From** : TTM - SG LONG 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 - SG LONG OUTLET :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Monitor	POS Machine	Printer (LaserJet)	Printer (Thermal)	Scanner Barcode
3	1	1	1	1	1	1

**B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Sg Long	Desktop	Dell Optiplex 9020	TTMSC-9107/ B88JS62	
2.	TTM - Sg Long	Printer (Thermal)	Wincor TH200i	TTMPT-9107/ BYG0047047	
3.	TTM - Sg Long	Printer (LaserJet)	Dell E310dw	TTMPL-9107/ 3YYP132	

**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 - Sg Long		Others	TTMMO-9107/ CPA01076R	POS FRONT MONITOR Damaged

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,

( )  
**Head of Department/Plant/Farm/Hatchery**

( )  
**AVP and above**

*INTERNAL USE*  
*Effective Date : 30 May 2019*