



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

ATM-FM07

**To** : Information Technology Service Office

**From** : TTM - SEAPARK 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 - SEAPARK OUTLET :

#### A. Summary of IT Asset

No. Of Staff	Desktop	POS Machine	Printer (LaserJet)	Printer (Thermal)	Scanner Barcode
3	1	1	2	1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Seapark	Desktop	Dell OptiPlex 9020	TTMSC-9108/ B8CFS62	Monitor Serial number : CN-0G530N7287-07A-DHJI Sophos old
2.	TTM - Seapark	Printer (Thermal)	Wincor TH200i	TTMPT-9108/ BYG0047048	
3.	TTM - Seapark	Printer (LaserJet)	Dell E310dw	TTMPL-9108/ 3Z3R132	

#### 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 - Seapark	Printer (LaserJet)	Others	TTMPL-910800/ CN26C6NO21	ALL IN ONE SCAN/FAX/PRINT COPIER

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*