	ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*
	ATM-FM07

To   : Information Technology Service Office
From : TTM - TAMAN INTAN 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 INTAN OUTLET :

A. Summary of IT Asset

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

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Taman Intan	Desktop	Dell Optiplex 9020	TTMSC-9113/ B8K8S62	
2.	TTM - Taman Intan	Printer (Thermal)	Wincor TH200i	TTMPT2-9113/ BYG0047049	
3.	TTM - Taman Intan	Printer (LaserJet)	Dell E310dw	TTMPL-9113/ 3YWP132,	
4.	TTM - Taman Intan	Printer (LaserJet)	HP 2600N	TTMPL2-9113/ CN46R4G079	HP Deskjet Ink Advantage 2645

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	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