



# ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

**To** : Information Technology Service Office

**From** : TTM - ALAM DAMAI OUTLET

**Date** : 24th August 2022

## RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

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

### A. Summary of IT Asset

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

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Alam Damai	Desktop	Dell Optiplex 9020	TTMSC-9110/B8HHS62	Sophos old
2.	TTM - Alam Damai	Printer (Thermal)	Wincor TH200i	TTMPT-9110/BYG0047050	
3.	TTM - Alam Damai	Printer (LaserJet)	Dell E310dw	TTM-PL9110/3YZQ132	
4.	TTM - Alam Damai		Datalogic QW2170	/ TTMSB-9110/	G151A2804
5.	TTM - Alam Damai		Others	/ TTMMO-9110/	CPA01075R
6.	TTM - Alam Damai	POS Machine	Wincor iPOS plus	/ TTM-P1-9110/	59GN505160

### 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 - Alam Damai	Printer (LaserJet)	Dell E310dw	TTMPL/3Z6Q132	MIA

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,



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

\*Approval is required for 'Budget Plan 2023'  
only. You may ignore this part if not related  
Approved by,

( )  
AVP and above

INTERNAL USE  
Effective Date : 30 May 2019

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