ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office
From : TTM - CHERAS 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 - CHERAS OUTLET :

A. Summary of IT Asset

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

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Cheras	Desktop	Dell Optiplex 9020	TTMSC-9103/ B879S62	
2.	TTM - Cheras	Printer (Thermal)	Wincor TH200i	TTMPT-9103/ BYG0047607	Printer Thermal
3.	TTM - Cheras	Printer (LaserJet)	Dell E310dw	TTMPL-9103/ 3X6S132	
4	Cheras		Datalogic QW2170	22-04-08/ TTMSB-9103/ G151A2582	
5	Cheras		Others	TTMMO-9103/ CPA01074R	
6	Cheras	POS Machine	Wincor iPos plus	22-04-08/ TTMPI-9103/59GN505142	

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 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,

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

(_____)
AVP and above

INTERNAL USE
Effective Date : 30 May 2019