ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To   : Information Technology Service Office
From : TTM - IPOH GARDEN OUTLET
Date   : 27th August 2022

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

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

A. Summary of IT Asset

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

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Ipoh Garden	Desktop	Dell Optiplex 9020	TTMSC-9129/ B8FGS62	SR01
2.	TTM - Ipoh Garden	Printer (Thermal)	Wincor TH200i	TH05/ BYG0047601	TTM Ipoh Garden outlet
3.	TTM - Ipoh Garden	Printer (LaserJet)	HP 1020	TTM-PL9129/ VNC7700813	FOR TTM IPOH HP LASERJET PRO M102a
4			Datalogic Qw 2170	/ID Datalogic/	G15 196 191
5		Others		2022-04-28/T TMCD-9129/150 707057127	
6		Others		/TTMMO-9129/CPA01096R	
7		Pos Machine	Wincor iPos plus	/TTMPI-9129/59 GN505163	

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,

9/5/22

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

INTERNAL USE
Effective Date : 30 May 2019

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

(   )
AVP and above