



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office

From : TTM - OUG 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 - OUG OUTLET :

A. Summary of IT Asset

No. Of Staff	Desktop	Monitor	Others	POS Machine	Printer (LaserJet)	Printer (Thermal)	Scanner Barcode
2	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 - OUG	Desktop	Dell Optiplex 9020	TTMSC-9101/ B8KFS62	Kaspersky
2.	TTM - OUG	Printer (Thermal)	Wincor TH200i	TTMPT-9101/ BYG0047585	SR02
3.	TTM - OUG	Printer (LaserJet)	Dell E310dw	TTMPL-9101/ 3YYQ132	
4			Datalogic Qw2170	TTM-SB9101	1615196186
5			Other	2022-06-09/	TTMMD-9101/CPA01085R
6		Pos Machine	Wincor POS Plus	2022-06-09/	TTMPI-9101/596N305164

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 - OUG	Others	Others	NCASH DRAWER01/ 150707057114	SR02

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

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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,



(WANJANAEE)
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

