ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To   :   Information Technology Service Office
From   :   TTM - PASIR PINJI OUTLET
Date   :   8th October 2022

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

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

A. Summary of IT Asset

No. Of Staff	Desktop	Monitor	POS Machine	Printer (LaserJet)	Printer (Thermal)	Scanner Barcode
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 - PASIR PINJI	Desktop	Dell Optiplex 9020	TTMSC-9171/ B8GJS62	
2.	TTM - PASIR PINJI	Printer (Thermal)	Others	TTMPT-9171/ PPL60844	PP-6900 SERIES THERMAL PRINTER Model :PP-6900U -B
3.	TTM - PASIR PINJI	Printer (LaserJet)	HP Laserjet Pro MFP M227fdn	TTMPL-9171/ vnf3d01668	TTM Pasir Pinji outlet HP Laserjet Pro M227fdn MFP
4.	TTM- PASIR PINJI	Monitor	Posiflex	TTMMO-9171	(LML5B0255)
5.	TTM PASIR PINJI	POS Machine	Posiflex	TTMP1-9171	(XTL51582)6.
6.	TTM PASIR PINJI	Scanner Barcode	Posiflex	TTMSB-9171	(CMD21346)

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,

_____
(WANTANEE   )   _____
Head of Department/Plant/Farm/Hatchery   (   )
                                                  AVP and above

INTERNAL USE
Effective Date : 30 May 2019