



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Desktop	Monitor	Others	Printer (LaserJet)	Printer (Thermal)	Scanner
4	1	1	1	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Puchong Outlet	Desktop	Dell OptiPlex 9020	TTMSC-9102/ B8J8S62	Sophos old B8K8S62
2.	TTM - Puchong Outlet	Printer (Thermal)	Wincor TH200i	TTMPT-9102/ BYG0047031	Puchong Outlet
3.	TTM - Puchong	Printer (LaserJet)	Dell E310dw	TTMPL-9102/ 3YTR132	
4			Desktop (QW 2170	TTMSB-9102	G15196298
5			Others	TTMMO-9102	CDA01078R
6			Others	CASH DRAWER	01/150707057082

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,



(WANTANEE)
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

