

ASSET DECLARATION 2022 & BUDGET SURVEY 2023 **FORM**

ATM-FM07

**To** : Information Technology Service Office  
**From** : TTM - SEAPARK 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 - SEAPARK OUTLET :

**A. Summary of IT Asset**

No. Of Staff	Desktop	POS Machine	Printer (LaserJet)	Printer (Thermal)	Scanner Barcode
3	1	1	2	1	1

**B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Seapark	Desktop	Dell OptiPlex 9020	TTMSC-9108/ B8CFS62	Monitor Serial number : CN-0G530N7287-07A-DHJI Sophos old
2.	TTM - Seapark	Printer (Thermal)	Wincor TH200i	TTMPT-9108/ BYG0047048	
3.	TTM - Seapark	Printer (LaserJet)	Dell E310dw	TTMPL-9108/ 3Z3R132	
4			Datalogic QW2170	2022-04-06 /	TTMSB-9108 / G15I96217
5		pos machine	pos machine	TTMPT-9108 /	59GN505167

**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 - Seapark	Printer (LaserJet)	Others	TTMPL-910800/ CN26C6NO21	ALL IN ONE SCAN/FAX/PRINT COPIER

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,



( W. T. N. N. E. )

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

