



# ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

**To** : Information Technology Service Office

**From** : TTM - SELAYANG 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 - SELAYANG OUTLET :

### A. Summary of IT Asset

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

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Selayang	Desktop	Dell OptiPlex 9020	TTMSC-9109/ B8JFS62	Sophos old
2.	TTM - Selayang	Printer (Thermal)	Wincor TH200i	TTMPT-9109/ BYG0047584	
3.	TTM - Selayang	Printer (LaserJet)	Dell E310dw	TTMPL-9109/ 3Z5R132	

### 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,



( WANNANEE )  
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

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