ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Desktop	Monitor	Others	POS Machine	Printer (LaserJet)	Printer (Thermal)	Scanner Barcode
1	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 - TTDI	Desktop	Dell Optiplex 9020	TTMSC-9132/ B8DGS62	ttm ttdi outlet 10.200.176.151
2.	TTM - TTDI	Printer (Thermal)	Wincor TH200i	TTMPT-9132/ BYG0047604	Wincor Nixdorf TH200i
3.	TTM - TTDI	Printer (LaserJet)	Others	TTM-9132PL/ VNC7705579	HP PRO M102a
4			Datalogic QW2170	/TTMSB-9132/ G15IA 2588	
5		Others		/TTM-9132	CASH DRAWER/150 707057085
6		Others	Others	/TTMMO-9132/ CPA01077R	
7.		Pos machine	Wincor iPos Plus	/ TTMPI-9132/ 59GN 505150	

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,

9/9/22

(WANTANEE   )
Head of Department/Plant/Farm/Hatchery

INTERNAL USE
Effective Date : 30 May 2019

*Approval is required for 'Budget Plan 2023' only. You may ignore this part if not related
Approved by,

(_____)
AVP and above

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