



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : TTM - Cheras outlet

Date : 21st July 2021

RE : IT ASSET DECLARATION 2021 & IT BUDGET SURVEY 2022

We refer to the above matter. The following is the declaration for TTM - Cheras outlet :

A. Summary of IT Asset

| No. Of Staff | Desktop | Monitor | POS Machine | Printer (Dot Matrix) | Printer (LaserJet) | Scanner Barcode |
|--------------|---------|---------|-------------|----------------------|--------------------|-----------------|
| 2 | 1 | 1 | 1 | 1 | 1 | 1 |

B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|-----|--------------|----------------------|--------------------|------------------------------|-----------------|
| 1. | TTM - Cheras | Desktop | Dell OptiPlex 9020 | TTMSC-9103/ B879S62 | Sophos old |
| 2. | TTM - Cheras | Printer (Dot Matrix) | Wincor TH200i | TTMPT-9103/ BYG0047607 | Printer Thermal |
| 3. | TTM - Cheras | Printer (LaserJet) | Dell E310dw | TTMPL-9103/ 3X6S132 | |
| | | | | | |
| | | | | | |
| | | | | | |

C. Inactive IT Asset

The following asset list is not able to trace during IT Preventive Maintenance 2021 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 2021

Waiting for Vendor/IT Delivery

| No. | User | Device | Model | PO No. | Asset ID | New Serial No. |
|-----|------|--------|-------|--------|----------|----------------------|
| | | | | | | |
| | | | | | | |

Waiting for Purchase Request

| No. | User | Device | Model | IO No. |
|-----|------|--------|-------|--------|
| | | | | |
| | | | | |

E. Budget Plan For 2022

| 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 2022' only. You may ignore this part if not related
Approved by,

(
Head of Department/Plant/Farm/Hatchery

(
AVP and above

INTERNAL USE
Effective Date : 30 May 2019