

# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : TTM - Penang 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 - Penang outlet :

# A. Summary of IT Asset

No. Of Staff	Desktop	Monitor	Others	POS Machine	Printer (LaserJet)	Printer (Thermal)	Scanner Barcode
6	1	1	1	1	1	1	1

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

No.	User	Device		Computer Name/ Serial No.	Remarks
1.	TTM - Penang	Desktop		TTMSC-9116/ B8D8S62	Sophos old
2.	TTM - Penang	Printer (Thermal)		TTMPT-9116/ BYG0047034	
3.	TTM - Penang	Printer (LaserJet)	Dell E310dw	TTM-Printer E310dw/ 3Z3S132	

#### 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	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

TTUIL	ing for vendor/it belivery					
No.	User	Device	Model	PO No.	Asset ID	New
						Serial
						No.
			1			

**Waiting for Purchase Request** 

No.	User	Device	Model	IO No.

# E. Budget Plan For 2022

No.	User	Device	Computer Name/ Serial No.	Remark

# Additional

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others ()		

Herehy	we clarify	the info	rmation	aiven	is accur	rate and	complete

Thank you

Yours faithfully,

 $^*\mbox{Approval}$  is required for 'Budget Plan 2022' only. You may ignore this part if not related Approved by,

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Head of Department/Plant/Farm/Hatchery	AVP and above
INTERNAL USE Effective Date : 30 May 2019	