



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : TTM - Taman Meranti Jaya 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 - Taman Meranti Jaya outlet :

### A. Summary of IT Asset

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

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TTM - Taman Meranti Jaya	Desktop	Dell OptiPlex 9020	TTMSC-9122/ B8BDS62	FOR MERANTI OUTLET 10.200.130.151
2.	TTM - Taman Meranti Jaya	Printer (Thermal)	Wincor TH200i	TTM-PT9122/ BYG0047033	
3.	TTM - Taman Meranti Jaya	Printer (LaserJet)	Dell v313w	TTMPL-9122/ 3YXQ132	

### 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*