

**HEAD OFFICE**

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Tel: +92 - 51 - 2827798
Email: info@tf.edu.pk
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LIAISON OFFICE

2nd Floor Firdousi Building,
Rustum G- lane, Jinnah
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Tel: +92 - 081 - 2822481
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Taaleem Foundation Assets Coding System

Assets Definition: Any tangible item which is non-expendable and non-perishable over shorter duration of time e.g. printer toner is expendable whereas printer itself is non-expendable.

Page | 1

Assets Types and Abbreviations Specific to Taaleem Foundation: Following Asset Types are to be used for documenting Taaleem Foundation Assets. If new types are identified, these will be notified accordingly.

FF - Furniture and Fixtures e.g. chairs, tables, partitions, fence, ceiling, paintings etc

OE – Office Equipment e.g. Telephone Exchange, Binding Machine, Heavy Duty Stapler, Punch Machine, Power Supply Extensions, fans, refrigerator, batteries, inverters, connectors, tool boxes, wall clocks etc

IT- Information Technology Related Equipment e.g. Laptops, Printers, Photocopier Machine, Smart Board, Multimedia/Projector, Projector Screen, LCD, Television, Hard Disks, etc

LAND – Free holding Land

BUILDING – Constructed Building

VEHICLE – Vehicles e.g Cars, Vans, Motorbikes, Motorcycles etc

LIB- High value library items e.g. Books, Periodicals, Journals, Digital Books, Licensed Softwares etc

Assets Location/Placement Code:

HO- Head Office located at Islamabad

RO- Regional Office located at Quetta or any other city e.g. **RO-QTA**

LO- Liaison Office located at Karachi or any other city e.g. **LO-KHI**

TFGS- Taaleem Foundation Grammar Schools e.g. **TFGS-SUI, TFGS-Pishin, TFGS-ZHOB, TFGS-KSF** etc

VTI- Vocational Training Institutes e.g. **VTI-SUI, VTI-KOHLU**

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PVC(VU)- Private Virtual Campus Virtual University e.g. **PVC(VU)-SUI**

TFEC- Taaleem Foundation Educational Complex i.e. all shared items which do not fall in above categories e.g. Hostel Building, School Building, Land, Solar System, Boundary Wall etc

Others – other buildings within the campuses e.g. Hostel, Guest House, Apartments etc

Page | 2

Donor/Financing Source:

In some cases, if a certain asset is purchased through financial support of a donor organization the donor may require to verify asset location and assets. In such situations or otherwise as an organizational practice the donor code is also used in assets coding system. The donor codes may be used as follows e.g.

PPL- Pakistan Petroleum Limited

USAID- United States Agency for International Development

DFID- Department of Foreign & Development Assistance

Assets Coding System:

Following Asset Coding System will be Followed:

Assets Location-Donor-Asset Type-Asset Serial Number

e.g.

TFGS-SUI-PPL-FF-001

Asset Tag:

An Asset Tag is the label physically fixed to an asset item at a prominent location. Use of Organizational Logo is optional and depends on management preferences. Taaleem Foundation can use following types of Asset Tags:

TFGS-SUI-PPL-FF-001

PPL
TFGS-SUI-FF-001

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Assets Register:

An Asset Register is an account of all assets of the organization. In case of organizations like Taaleem Foundation, which have multiple offices and facilities a Master Assets Register is maintained as well as Facility Specific Assets e.g.

Taaleem Foundation will maintain an overall asset register including assets information of all of its schools and facilities whereas each school will maintain its own Assets Register.

A comprehensive Assets Register as per Standard Accounting Principles is presented on next page along with a few examples.

Note: All information in Red Color Text is to be filled by relevant finance department.

		017										
HO	FF	-018										
HO	FF	-019										
HO	FF	-020										
HO	FF	-021										
HO	IT	-003	HO-IT-003	Dell Inspiron 411z, Intel Core I3,2GB Ram,250GB HDD,Intel HD Graphics,Webcam,Wireless, Window7	SLP59826455	1			4-Jan-13	ABC Supplier	34,155	
HO	OE	-001	HO-OE-001	HP Laser jet Pro P1102	VNC3L25684	1			4-Jan-13	XYZ Traders	10,040	
HO	OE	-002										
HO	OE	-003										
HO	OE	-004										
HO	OE	-005										
HO	OE	-006										
HO	OE	-008										
HO	OE	-009										
HO	OE	-010										
HO	OE	-011										

Prepared By: Fakhira Khanam, CEO on 7th April, 2017

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