Purpose

SPARC administrative management systems are a series of policies and procedures which guide operations and lay out how SPARC uses and manages its day to day activities. Administrative procedures manual brings all these together in one document. It helps to establish administrative controls within the organization that ensure accuracy, timeliness and completeness. The manual is generally used by finance and admin staff, but it can also act as a reference for Directors, Managers and other staff.

Copies of these manuals should be kept in all offices where they are available for easy reference and readily accessible to staff from the National Finance Manager and the National Administration Manager in the Islamabad office; and the Finance and administration staff in the Provincial Offices. All employees are requested not to copy any portion of these Manuals for personal use or for any other purpose.

Procedure to update Manual

The Administrative manual will be updated on the recommendations of Executive Director, National Managers or the SPARC Board of Directors. No changes in this Manual shall be effective unless signed by the Executive Director.

Approved by SPARC Board of Director in 29th SPARC Board of Directors Meeting held on February 23, 2019 at Islamabad.
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1. PURCHASING POLICY

1.1 Introduction

The term "purchasing" refers to the acquisition of goods from or the provision of services by suppliers.

The aim of this policy statement is to provide guidance on purchasing and to reinforce the principle that the maintenance of comprehensive and well-documented records is crucial. Documentation must demonstrate to a reader of the relevant records that value for money has been obtained, that all potential suppliers were fairly treated and given an equal opportunity to make a bid, and that the supply process was conducted with probity and transparency.

The principles that govern purchasing are:

- a) To ensure that funds are spent effectively and economically (‘value for money’) while at the same time taking into account costs other than the quoted price (such as after-sales service). The likelihood of getting value for money should be achieved by spreading the opportunity to make a bid;

- b) To encourage open and effective competition, while at the same time recognizing that, in exceptional circumstances, it may be necessary to limit the number of those bidding to a smaller number based on their track record and current financial position, making them potentially rewarding partners in terms of cost, quality, delivery and service;

- c) To meet donor accountability requirements;

- d) To maintain a reputation for fair dealing by employing open communication with potential suppliers at all times;

- e) To have regard concerning the fundamental principles of equality of opportunity.

- f) To preserve the requirement for impartiality;

- g) To avoid circumstances those are conducive to corrupt conduct.
1.2 Best Purchasing Practice

It is in SPARC’s best interests to ensure that good purchasing practices are followed at all times.

Good management practice dictates that SPARC should maximize the potential for the best product/service to be acquired at the most attractive price.

The process of acquisition should not be adversely affected by the threat of corruption, fraud or conflict of interest. All kinds of corruption shall impede SPARC’s ability to perform, shall result in waste of scarce funds and resources, and shall also affect SPARC’s reputation and the good name of all those working with it.

1.3 Methods of Purchasing

a. Minor Purchase Orders

Use of this facility enables to procure projects related petty items/materials up to a maximum value of Rs 10,000 and where procurement by sealed bid is not required through petty cash directly by the concerned department by filling the Purchase Requisition Form (Annexure I) to the Finance Department.

b. Major Purchase Orders

Where the goods or services required shall cost more than Rs 10,000 and do not relate to capital works projects, a Requisition Form is to be completed and forwarded to the Administration and Finance Department Islamabad, along with a minimum of three quotations for approval.

Where the amount of procurements shall exceed from Rs. 1 million, Executive Director will nominate a three staff members Purchase Evaluation Committee including Administration Manager. A newspaper tender shall be given for open bidding; advertisement shall provide complete details of goods or services required, term and conditions for bidders and date of opening sealed bids publically. The time limit for local vendors to submit quotations against any advertised bid shall be a maximum of 15 day from the date of advertisement; and a maximum of 30 days for international bidders.

1.4 Comparison

It shall be the responsibility of the concerned Administration Departments to make a comparison report and to see which vendor has quoted the minimum rates with a better quality. (Annexure II)

Where the Requisition Form nominates a particular supplier, evidence must be provided that competing quotations were obtained from the open market. Where goods and
services are available from one source only, this should be noted on the Requisition Form and the details fully documented.

1.5 Quotations

The requirement for obtaining quotations is governed by the following:

Ensure that the quotations from open competitive market have a proper reference number (where applicable), dated, signed off on letterhead with vendors address, phone number and NTN on it.

- Ensure that all quotations being received are either inclusive or exclusive of taxes.
- Ensure that the items appearing on the comparative statement are identical to those appearing on the quotation.
- Ensure that no aspect of the quotation has been altered (no blotting of item prices, contact numbers, addresses etc).
- Ensure that the comparative statement is duly signed by all relevant regional staff.

Where the nature of the item to be purchased or the service to be obtained suggests that a more rigorous process should be employed, these parameters are not to be regarded as a limitation or restriction.

<table>
<thead>
<tr>
<th>Limit</th>
<th>Approving Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to Rs 10,000 including GST</td>
<td>1 written quotation:&lt;br&gt;<strong>Approvals in case of Regions:</strong>&lt;br&gt;Regional Manager or Head of the Office and Regional Finance Officer <strong>Approvals in case of head office:</strong>&lt;br&gt;Manager Administration and Finance/Assistant Manager Finance</td>
</tr>
<tr>
<td>Rs 10,001 to 100,000 including GST</td>
<td>3 written quotations&lt;br&gt;Approval in case Regions:&lt;br&gt;Regional Manager or Head of the Office and Regional Finance Officer and National Administration Manager and Finance/Assistant Finance Manager from head office.&lt;br&gt;<strong>Approvals in case of head office:</strong>&lt;br&gt;Manager Administration and Finance/Assistant Manager Finance</td>
</tr>
</tbody>
</table>
| Rs 100,001 to 500,000 including GST | 3 written quotations  
Approval in case of Regions:  
Regional Manager or Head of the Office, Regional Finance Officer and National Administration Manager, Finance/Assistant Finance Manager and Executive Director from head office.  
**Approvals in case of** head office:  
Manager Administration, Finance/Assistant Manager Finance and Executive Director |
|---------------------------|-------------------------------------------------------------|
| Rs 500,001 and above including GST | 3 written quotations  
Manager Administration, Manager Finance, Executive Director and one Board Member |

In cases where the specifications of the item received are found to be different from those contained in the purchase order, the supplier should be informed immediately for a replacement or recovery of the costs.

All documentation relating to unsuccessful quotes must be retained as attachments to the contract, Purchase Order (**Annexure III**) and/or payment details.

### 1.6 Payment to Suppliers

Payments to suppliers shall be made through a crossed cheque on the basis of the contract document (where the amount exceeding from Rs. 10,000) and upon presentation of original invoices, purchase evaluation committee report and supporting documents to the Finance Manager.

### 1.7 Payment of Invoice

(a) An invoice must be approved and certified before payment can be made.

(b) Invoices should ideally be paid within 15 days of receiving the invoice.

The Manager Administration shall ensure following details be written on the invoice:

- Supplier’s name or trading name
- Supplier’s address
- Date of issue
- Price and a statement indicating that the price includes GST, or the amount of the GST payable.
- NTN Number, GST Number, CNIC
- Filer status or Non Filer status
1.8 Petty Cash (Imprest)

a) **Maximum Limits:** Cash in hand balance shall never exceed Rs. 25,000. Petty cash imprest must be replenished immediately should the imprest either reach or go below Rs. 5,000.

b) **Expense Summary Statement:** In addition to maintaining and filing petty cash vouchers, a summary sheet outlining where the petty cash was utilized prior to the replenishment of the petty cash imprest. Finance Department approval must not be given until this document is attached with the petty cash request.

c) **Security of Petty Cash Funds:** The Petty Cash/Imprest/Change Fund must be kept in a secured location. Access to the fund must be limited to those authorized to make disbursements and/or change. Theft or misappropriation must be reported immediately to the Administration Manager, or the Regional Manager, as the case may be.

d) **Inter-mingling of Cash:** The Petty Cash/Imprest fund must be kept intact and not co-mingled with any other funds. Any activity advances returned to the office by employees must not be used for petty cash purposes. (returned cash should be deposit in relevant bank immediately)

e) **Cash Count:** Administration Manager/Finance Manager/Regional Managers should ensure that they should review/sign monthly cash count sheet (someone apart from the custodian of the cash).

1.9 Tax Deduction

Income tax shall be deducted on payments made to a resident person and permanent establishments of Pakistan. This tax will be deducted at the time of payment and shall be deposited within seven working days.

In case the supplier has filed a tax exemption certificate, a note is to be placed on the concerned invoice and tax exemption certificate obtained from it for the record.

Subsequently, income tax challans for total amount of tax deducted from all the suppliers should be prepared and deposited. A copy of challan should be handed over to the supplier or its authorized representative, after obtaining due acknowledgement.
2. FIXED ASSETS

2.1 Assets Acquisition, Transfer, Disposal & Depreciation Procedures

The purpose of this section is to provide details of how to acquire, transfer or dispose of assets and to calculate depreciation.

Depreciation also matches the expenses against revenues for a reporting period.

2.2 Acquisition

a) SPARC’s Purchasing Policy, and Purchasing and Payment Procedures for Goods and Services and Delegation of Authority, should be read in conjunction with these procedures and reference should be made to the Asset Identification and Classification Guidelines. The following is a summary as it applies to the acquisition of assets:

i) Departments should determine the need for the asset as approved in the original budget for the year, or for any subsequent budget approval.

ii) All assets purchased beyond Rs 10,000 (GST exclusive) must be supported by an official SPARC order.

iii) The order must include sufficient detail to identify the item for inclusion of the asset in the Hard Asset Register. Below Rs 10,000 item details will be maintained in a separate hard inventory Register.

iv) Requisition Forms must be used for the purchase of equipment and approved by the Manager Administration or authorized officer.

b) The Asset Receipt Form (Annexure IV) must provide details of the asset including the following:

i) Location Code

ii) Custodian

iii) Description of goods

iv) Serial ID

v) Model

vi) Manufacturer
2.3 Invoices

The correct coding of the invoice is important as the Monthly Management Reports, the Asset Register System and the Annual Accounts all rely on the accurate coding of the Assets Purchased.

2.4 Transfer of Assets

a) Transfers of assets must be approved by an officer with delegated authority with responsibility for the asset. (Annexure V)

b) Details are entered in the register by the concerned Administration Officer, and a copy of the Transfer Notification Form used to support fixed asset register.

2.5 Value of Transferred Asset

a) The amount of the transfer shall be calculated on the basis of the net written down value (cost less accumulated depreciation) of the item in the Asset Register.

2.6 Depreciation of Assets

a) Depreciation is charged centrally on all assets with a purchase price (GST exclusive) above of Rs 10,000 and more. The calculation of the charge is determined from the purchase date or the date of installation ready for use and the particular depreciation rate for that asset group.

b) Depreciation rates for assets are based on a rate reflecting the estimated economic life of the asset while in SPARC’s control.

c) Different asset classifications have distinguishable rates of depreciation to cater for varying economic life expectancy.

d) Computer equipment depreciates faster than most other assets due to technological development.

e) Depreciation rates are determined for each class of asset in the ledger.
2.7 Schedule of Depreciation Rates

Current annual depreciation rates are as follows:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Furniture &amp; Equipment</td>
<td>30%</td>
</tr>
<tr>
<td>Computers, Laptops and other equipment's</td>
<td>30%</td>
</tr>
<tr>
<td>Motor vehicles</td>
<td>25%</td>
</tr>
</tbody>
</table>

These are stated at cost less accumulated depreciation. Depreciation on these assets is calculated by applying the straight-line balance at specified rates to write off the cost of assets over their estimated useful lives. Full year’s depreciation is charged in the year of addition while no depreciation is charged in the year of disposal.

Major renewals and improvements are capitalized whereas normal repair and maintenance costs are charged to income as and when incurred. Gain or loss, if any, on disposal of assets is included in current year’s income.

In case of financial reporting of individual project activity, all fixed assets are recognized as period cost. However, detail of the assets as on reporting period should be disclosed in the financial statements.

2.8 Write offs of the Fixed Assets /Asset Disposal

Whenever a piece of equipment is identified by the administration department responsible for the equipment as being obsolete, damaged beyond repair, completely depleted/used, or junk and the department wishes to dispose of the equipment, the department must adhere to the following procedure:

Procedure:

1. Have the relevant department, project or regional office send a request to the National Administration Manager for the disposal of such assets by filing out the form given in (Annexure VI).

2. For disposal of assets, the following must be taken into consideration:
   
   2.1 Consult the relevant donor contract and take into consideration any guidelines given by the donor if the asset is presently being utilized in an-going project.
   
   2.2 If no such guidelines are present and the asset is material to the project, obtain permission from the donor to dispose of such an asset and confirm where and how the sale proceeds will be utilized.
2.3 Administration Manager shall obtain authorization from the Executive Director and a Board member prior to the disposal of any such assets.

3. For completed projects, authorization needs to be obtained from the Executive Director and the Administration Manager.

4. A comparison should be made to determine the value of the asset being disposed.

5. A cost benefit analysis must be conducted to ensure that the disposal costs do not exceed the recoverable amount of the asset.

6. The organization can dispose of the asset in the following manner:
   6.1 Donate the asset to a charity, trust or any other deserving organization;
   6.2 Auction off the asset by advertising its sale and complete comparison documents; or
   6.3 Directly scrap the asset.

   6.4 The above mentioned methods will automatically be superseded by any guidelines as mentioned in clause 2.1.

7. All sale comparison documents will be maintained in duplicate with the original copy to be kept by the Administration Department and a photocopy by the Finance Department.

8. Once the sale documentation has been received by the Administration Department, the asset must be deleted from the fixed asset register along with its asset code.

9. Once the sale documentation has been received by the Finance Department, the receipts should be recorded against the relevant project account or head office account.

2.9 Maintenance of Assets Register/Inventory Register and Physical Verification

Administration Manager or his designated staff will initiate conduct of physical verification of fixed assets at least once every year in order to reconcile and these registers should be properly maintained by the Administration officers in the Regional Offices and by Administration Manager in the Head Office.

The Assets Register will show the following particulars:

- Location
- Category
- Account Code
• Asset Depreciation
• Quantity
• Remarks
• Donor
• Insurance if any

Administration officers shall review the data at his/her concerned offices and highlights the differences requiring attention of the Administration Manager.

In the case of any inquiry, the Regional Manager along with Administration Officers shall conduct the enquiry and a copy of the report should be shared with the Administration Manager.

Administration Manager shall review the report and send it to the Executive Director and Finance Manager for final approval.
3. CAPITALIZATION POLICY

   a) All expenditures on the acquisition and installation of fixed assets for use by SPARC and all receipts of such fixed assets by way of gift should be capitalized, and are included in the balance sheet. The minimum cost that could be capitalized is up to Rs 10,000 and useful life of the asset is minimum of one year.

   b) Those items of equipment which have an acquisition cost of less than Rs 10,000 will be charged to Income & Expenditure Account.

   c) Any furniture, fixture, software, or other equipment that is not an integral part of a building shall not be considered capital improvement and should be classified as expenditure.

When an asset has completed its useful life or has been damaged beyond repair or for any other reason considered unfit can be written off or disposed off.
4. TRAVEL POLICY (National/International)

Purpose:
The Purpose of travel policy is to ensure that the travel expense of the organization is controlled by establishing certain standards. Travel is an important aspect for carrying out the organization’s activities, it is expected from employees that they will follow the policy while travelling and would provide documentation in support of the same. It is also meant to reimburse the amount spent by an employee when on international or domestic travel.

Before commencing the Travel (National/International), an employee shall get a Travel Authorization Form (Annexure VII), duly approved by the competent authority and shall submit it to the HR/Administration Department.

Following shall be the competent authority for approving the Travel Authorization Form:

- Executive Director
- Line Manager
- Manager Administration

In cases of urgent nature where the Competent Authority is not available for travel authorization, the next senior most staff member available (not below the rank of Manager) may accord interim approval of the Travel Authorization Form. As soon as the Competent Authority is available, the Form shall be presented to him/her for ratification/retrospective approval.

4.1 General Guidelines:

1. A travel request must be approved before proceeding on any international or domestic travel.
2. Any international or domestic travel request must be raised and followed as per the SPARC’s travel policy.
3. If there is any change in the travel (domestic or international) due to any reason and it is more costly then the approval that has already been taken, a fresh travel request need to be raised in this case.
4. Any employee who requires travelling must get the approval in advance by his/her Line Manager/ Executive Director.
5. No expense will be reimbursed for alcoholic beverages or cigarette etc.
6. In the case wherein food expenses are taken care of SPARC in such case only incidental expenses can be claimed.
9. In case an employee gets ill while on trip the expenses occurred while taking the treatment will be reimbursed on actual bill and doctor's prescription. However, if the illness is for more than 3 days special approval needs to be taken from Executive Director.
10. The expense report with travel request submitted to the finance department must consist of original boarding pass and travel-tickets, along with complete tour report.

11. In case an employee wants to trip stay with personal vacations, it must be duly approved by the Executive Director. It should be noted that no reimbursement would happen for any personal expense.

4.2 Approved Travel Agency

All travel arrangements must be made through the travel agency which is approved by the organization. Any arrangements if made by some other travel agency need to have approval from Executive Director/ Manager Administration.

4.3 Class to be Chosen

While on air travel, SPARC employees are expected to fly in the economy class which comes under the category of economical fare.

4.4 Flight Insurance

On purchasing of international travel ticket from the approved travel agent, the employee is covered under the travel accident insurance.

4.5 Cancellation of Travelling

In case of any cancellation done to the already planned trip, the employee must inform the admin department or the line manager who in turn will check from the travel agent as soon as possible. The ticket can be refunded if it is possible; the same need to be checked by the travel agent with the air carrier.

4.6 Transportation from Home to Airport

The most economical means of transportation must be chosen while commuting from home to the airport and vice versa.

4.7 Travel through Road

Like air travel, most effective and economical means must be chosen in case of road transportation. The various means of ground transportation means the use of alternative transportation before deciding on car rental.

The car on rent must be taken from the SPARC’s approved vendor. In case vendor car is not available, the most economical vendor should be chosen.
4.8 Use of Personal Vehicle

The employee can use their personal vehicle in case it is more economical than other means of transportation. The amount spent by the employee can be reimbursed on actual or (revision of fuel prices from time to time). However, before start of travel, approval needs to be taken from Manager Administration, Line Manager or Executive Director.

4.9 Sharing of Ride

If 2 employees are travelling to the same location, they are advised to share the ride.

4.10 Rail Transportation

- Rail transportation can be available by the employee.
- The rail travel fare is reimbursed as per the actual.

4.11 Lodging

By taking Corporate Rates, SPARC will tie-up with different hotels and guest houses at all major cities within the country where its projects are going on.

Hotels/ guest houses other than those of SPARC’s approved vendor list can be considered if the approved hotel/ guest houses are not available due at the time of booking.

4.12 Meals Expenses

- Expenditure occurred on meals (breakfast, lunch or dinner) will be reimbursed while the employee is on official trip.
- Every 24 hours from the scheduled departure will be counted as a day.

4.13 Advance Policy

Employees shall be entitled to request travel advances for in-country our country travel. All requests for travel advances shall be approved by the Manager Admin and Executive Director. Approved requests shall be submitted to the Finance Department at least three working days before the commencement of travel on the prescribed ‘Request For Advance Form’ (see SPARC Finance Manual - Annexure VIII).
4.14 Process for Expense Reporting

Expenses and written reports must be raised within 7 days of return from trip.

The expense report must have the following items:

- Travel request form.
- Actual expense bill related to the meal, transportation, communication etc.

4.15 Travel Reimbursements

- All the expense payment is made by the finance department (see Section 5.1 SPARC Finance Manual)

4.16 Laundry Charges

SPARC will reimburse laundry charges as per actual.

4.17 Spouse/Guest/ Personal Travel Combined with Official Trip

Any kind of travel expenses occurring for guest or family member will not be reimbursable.
5. USE OF COMPUTER

Purpose

The Administration Department shall effectively manage the computer system for guiding the use, maintenance and security of the computer equipment. Employees are responsible for ensuring that the procedures and policies suggested here are followed.

5.1 Use

Using computer equipment requires particular care because of its fragility and high cost. Access to the equipment should be strictly reserved to Office employees only. Those employees who are unable to handle commonly-used software will be given an orientation by the senior staff on request. At least one employee will be trained in handling minor maintenance of computers and accessories at the office.

5.2 Security

a. In order to safeguard the computers against viruses, the external drives (CDs/DVDs/pen drives) that are at office are only to be used. In the same way, no external drive from any source other than from sealed packets shall be used in the computers, unless it is first scanned with a latest anti-virus software.

b. In order to safeguard computers from viruses, antivirus software must be installed in the computers. The virus definition for this program should be updated on a regular basis. It is the duty of the employee who has been assigned a computer to update the virus definitions on her/his computer/laptop on regular basis.

c. There should be at least two backups of all important documents. One copy should be on the hard disk of the computer/laptop assigned to the concerned employee and a second copy on a CD/DVD/External Drive kept in the office under the custody of Administration Manager.

5.3 Saving documents in the Computers/ Laptops

In order to streamline the procedure to save documents in the computers/laptops and to make it easier for people to find documents and make back-ups of important documents, each employee should have a D:/my documents directory in his/her computer/laptop. This directory should be broken down into sub-directories to facilitate retrieval of important documents. Each employee will include a copy of all their important documents to be backed up.
5.4 Back-ups of Documents

In order to safeguard important documents and other work done by the staff, the back-up directory of the employee shall be backed up on CD/DVD/Google Driver/ External Drive once every quarter and the CD/DVD/External Drive stored by the Manager Administration.
ANNEXURES
## PURCHASE REQUISITION FORM

Office Note No. _________________   Date _____________

Following articles are required under the project:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Date</th>
<th>Name of Dept/Sec.</th>
<th>Name of Articles</th>
<th>Qty Required</th>
<th>Approx. Amount</th>
<th>Cost per Unit</th>
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Submitted for approval and order

Signature _________________
Submitted by _________________
Designation _________________
Budget _____________________
Account Code_________________
Donor _________________

Approved by

Signature _________________
Authorized by _________________
Designation _________________
Department _________________

(To be filled by Admin Department)

Remarks:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Date ___________  Manager Finance ___________  Manager Administration ___________
QUOTATION COMPARISON FORM

Date: _______________

Job Description:

Donor:

Item Specification:

<table>
<thead>
<tr>
<th>Vendor’s Name</th>
<th>Qty</th>
<th>Amount</th>
<th>Selected</th>
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</table>

Reasons for Selection:

_________________________  _______________________
Prepared by               Approved by

_________________________  _______________________
Admin. Manager             Assistant Finance Manager    Executive Director

_________________________
Board Member

Note: At the regional/project office level, Regional Manager or head of the office along with finance and administration office shall have the authority to sign the quotation comparison forms.
PURCHASE ORDER

Project Title _______________________________________________________

Project Address & Phone/Fax: _________________________________________

Purchase Order No. _____________________________ Date: ______________

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>DELIVER TO:</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Tel:</td>
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<tr>
<td>Fax:</td>
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</table>

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE / AMOUNT</th>
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<td>ESTIMATED FREIGHT:</td>
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<td></td>
<td>ESTIMATED INSURANCE:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>TOTAL AMOUNT:</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Cost to be charged to: ___________________

Supplies furnished not in accordance with our description will be returned at your expense

CERTIFIED:

NAME:

Authorized:
Title:
Stamp:

Signature:
Annexure - IV

ASSET RECEIPT FORM

Date ______________

<table>
<thead>
<tr>
<th>Description</th>
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<td>Location Code</td>
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<td>Description of goods</td>
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<td>Serial ID</td>
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<td>Model</td>
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<td>Manufacturer</td>
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Admin Manager  Admin/Finance Officer
Annexure - V

ASSET TRANSFER NOTE

Ref No. _____________     Date ______________

Transfer Location _____________  Transferee Location ______________

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Asset Code</th>
<th>Quantity</th>
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Admin Manager       Admin/Finance Officer
### ASSET DISPOSAL FORM

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<th>Sr. No</th>
<th>Asset Description</th>
<th>Asset Tag No</th>
<th>Project Name</th>
<th>Location</th>
<th>Condition Code</th>
<th>Reason for disposal code</th>
<th>Method of disposal</th>
<th>Age of asset</th>
<th>Written Down value</th>
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#### Condition code
- P – Poor
- F - Fair
- G - Good
- E - Excellent

#### Reason for disposal code
- B - Beyond economic repair
- O - Obsolete
- S - Surplus to requirements
- T - Theft
- R - Replace d by upgrade

#### Method of disposal code
- D – Donated
- A - Auctioned off
- S - Scrapped

---

**National Administration Manager**

Date of approval

**Executive Director**

Date of approval
TRAVEL AUTHORIZATION FORM

Name of Employee: ________________________________
Address & Contact details during travel: _______________________________
Specify Purpose of the visit: ___________________________
Under Line Item: ____________________________

Travel Details

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<thead>
<tr>
<th>Departure Date</th>
<th>Departure Time</th>
<th>Mode of Travel (Bus/ Car/ By Air. etc)</th>
<th>Travel From</th>
<th>Destination</th>
<th>Accommodation Yes/No</th>
<th>Airport Drop Required</th>
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<thead>
<tr>
<th>Return Date</th>
<th>Return Time</th>
<th>Mode of Travel</th>
<th>Return From</th>
<th>Destination</th>
<th>Accommodation Yes/No</th>
<th>Airport Pickup Required</th>
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Advance Required (Y/N) If Yes
Please Specify Amount: Rs. __________

________________________      __________________
Signature of Traveler       Date

Travel Authorised by Line Manager:

__________________________     __________________
Signature (Line Manager)       Date

Travel Authorised By Executive Director:

__________________________     __________________
Signature (Executive Director)       Date

Remarks (Admin): __________________________________________________________________

______________________________
Signature       Date

Note: Travel expenses should only be reimbursed after providing the following information:
1. Original boarding cards in case of air travel, bus tickets/cab receipts in case of road travel (where applicable).
2. A brief report of the trip.
3. Photocopy of travel authorization form duly approved by the Line Manager or Executive Director.

Clearance
All employees returning from any field trip must clear his or her dues within fifteen days from the date of return with the Finance Department.