To: Senior General Managers
   General Managers
   Senior Managers
   District Managers
   Deputy Directors – Auxiliary Services
   CESs – GET & FET Schools
   CESs – Circuit Management
   Circuit Managers
   Principals of Public Ordinary Schools
   Chairpersons of School Governing Bodies

KZN Circular No. 79 of 2014

SUBJECT: PROCUREMENT OF ‘OTHER LTSM’ ITEMS DURING THE 2014/2015 FINANCIAL YEAR

1. At the beginning of the 2014/2015 financial year the Department issued KZN Circular No. 41 of 2014 informing all public ordinary schools about their final budget allocations for the financial year 1 April 2014 to 31 March 2015. The circular provided breakdown of LTSM allocation as follows:
   - Textbooks: 40% of LTSM allocation
   - Stationery: 30% of LTSM allocation
   - Other LTSM: 30% of LTSM allocation

2. Schools with Section 21(1)(c) Function will follow standard procurement procedures in the acquisition of LTSM, including Other LTSM items, in line with the allocated Function in accordance with the provisions of SASA.

3. Principals of schools without Section 21(1)(c) Function are hereby informed that for the 2014/2015 financial year the allocation for Other LTSM will not be utilized for the central procurement of classroom equipment.

4. The intention of the Department is to provide schools without Section 21(1)(c) Function with an opportunity to purchase Other LTSM items as listed in KZN Circular No.41 of 2014 to meet diverse and urgent needs of individual schools as raised with the Department over the past two years.

5. In utilizing Other LTSM allocations, schools need to select items from the list of Other LTSM provided below as per paragraph 3.1 of KZN Circular No. 41 of 2014.
   - Learner desks and chairs;
   - Library books;
   - Charts;
- Models;
- Computer hardware and software;
- Televisions;
- Video recorders and tapes;
- Home Economics equipment;
- Science Laboratory equipment; and
- Musical instruments

6. Schools without Section 21(1)(c) Function will be required to complete EF72 and submit at the District Offices by not later than 19th September 2014 for processing in line with standard procurement procedures.

7. District Offices will handle procurement processes of Other LTSM and ensure that all suppliers get paid before the end of the current financial year.

8. Your co-operation in this regard will be highly appreciated.

NKunjani SP Shisi, PhD
Head of Department: Education
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