ATTENTION: SENIOR GENERAL MANAGERS
            GENERAL MANAGERS
            HEAD OFFICE MANAGERS AND STAFF
            DISTRICT MANAGERS AND STAFF

FINANCE CIRCULAR NO. 01 of 2015

CLOSING DATE FOR THE SUBMISSION OF REQUISITIONS AND INVOICES TO THE PROCUREMENT DIRECTORATE IN THE 2014/15 FINANCIAL YEAR

1. In preparation for the closure the 2014/15 financial year, you are hereby notified that the closing date for the submission of requisitions for goods and services has been set at 13th February 2015 (Friday) and 06th March 2014 (Friday) for submission of invoices.

2. This is to give the Procurement Directorate and Finance time to work on the requisitions and work towards finalising all 2014/15 payments by 31st March 2015. All the processes of procurement and cost – containment issued via previous financial circulars are still applicable.

3. As with regards to the above invoices, provided they meet all the necessary processing requirements including funds availability, they will be paid within the 2014/15 financial year (current years’ allocation). Invoices received after this date may be paid in the new financial year and as such your allocation for 2015/16 will be reduced.

4. Programme and Responsibility Managers are therefore urged to round off all requisitioning processes in time for 06th March 2015 deadline.

5. This directive does not apply to the requisitions for schools and Conditional Grants.

Your assistance in this regard would be appreciated.

Yours sincerely,

Nkosinathi SP Sishi, PhD
Head of Department: Education

Date: 2015/01/26