



**TO: DEPUTY GENERALS
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
ASSET MANAGEMENT UNITS
ALL OFFICIALS**

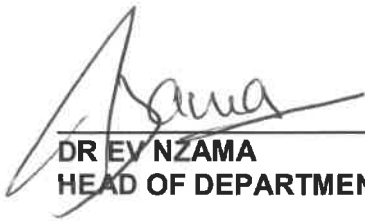
SUPPLY CHAIN CIRCULAR NUMBER 03 OF 2019: PHYSICAL VERIFICATION OF DEPARTMENTAL ASSETS AND FURNITURE FOR THE FY 2019/20

1. The Asset Management staff at Head Office and District Offices has the responsibility to conduct the physical verification of all Departmental assets (PVA) and leased equipment at all administrative offices during the FY 01 April 2019 to 31 March 2020.
2. The objective of the verification is to produce a complete and accurate Fixed Asset Register (FAR) in compliance with the mandatory provisions of s55 (Public Finance Management Act No. 1 of 1999) and the KwaZulu-Natal Department of Education Asset Management Framework. Please note that District Assets Management officials must conduct the verification of assets **continuously**, while Head Office staff will provide support where deemed necessary.
3. All asset custodians/users must therefore present all allocated assets including computers, laptops, printers and furniture and portable devices such as cameras and scanners to the District and/or Head Office Asset Verification Teams for physical verification **within the set dates** (see attachment) **or else the individual custodians/users must arrange, with their Directorate Asset Controller, for an alternative date.**
4. All **keys** to offices, cupboards, drawers, strong rooms, safes and laptop bags must be made available to the **Dep. Manager** (Auxiliary Services) **or the Assets Controller** for **accessibility and verification of assets** kept therein.
5. The Asset Verification Teams must enter and verify/scan assets at all locations including kitchens, stores rooms, corridors, receptions, waiting rooms, rest rooms, containers and places where broken and obsolete assets are kept.
6. Asset custodians/users must notify the Assets Controllers and Asset Verification Teams of the following:
 - a) Scrap/obsolete/dysfunctional, not utilised/underutilised asset/s requiring disposal – a technical report must be attached.
 - b) Lost/stolen/damaged asset/s – an SAPS case number must be attached.
 - c) Asset/s without barcode.
 - d) Asset/s with more than one barcode.
 - e) Leased/private machinery/furniture/asset/s – a red sticker to be attached.
 - f) Asset/s allocated to custodians that have left/exited the Department.
 - g) Asset transferred or donated – a transfer/donation form must be presented.
 - h) Asset/s that are off-site for repairs/on loan
 - i) Assets used by field workers/custodians who are on leave – **an alternative verification date and contact details** must be provided to the Assets Controller.

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7. It must be reiterated that it is the duty of each asset custodian/user to ensure all assets allocated to him/her are physically verified/scanned within the set dates.
8. The non-compliant asset custodians/users may be held accountable for irregularities and audit findings emanating from the non-presentation of assets for verification.
9. Kindly bring the contents of this circular to the attention of your supervisees.

Your cooperation is always highly appreciated.


DR EYNZAMA
HEAD OF DEPARTMENT

DATE: 04/06/2019

...Championing Quality Education-Creating and Securing a Brighter Future

KWAZULU-NATAL DEPARTMENT OF EDUCATION

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education

Department:
Education

PROVINCE OF KWAZULU-NATAL

No.	Name of Cost Centre	May	July	August	October	November	December	January	Starting Time	Responsible Person
1.	Head Office	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	Director : LAD 033 846 5517
2.	Amajuba	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	District Director 034 328 4502
3.	Harry Gwala	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	District Director 039 797 3701
4.	Ilembe	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	District Director 032 439 6108/03
5.	Pinetown	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	District Director 031 716 2708
6.	Ugu	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	District Director 039 688 8638
7.	UMgungundlovu	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	District Director 033 342 4053
8.	Umkhanyakude	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	District Director 035 573 9656

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9.	Umlazi	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	District Director 031 918 8644
10.	UMzinyathi	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	District Director 034 219 2103
11.	UThukela	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	District Director 036 638 7844
12.	Uthungulu	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	District Director 035 9011 303
13.	Zululand	13-17 May 19 20-24 May 19 27-31 May 19	08-12 July 19 16-19 July 19	19-23 Aug 19	14-18 Oct 19 21-25 Oct 19	11-15 Nov 19 18-22 Nov 19	02-06 Dec 19	20-24 Jan 20 27-31 Jan 20	9h00	District Director 034 989 9885

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