



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquires: Mr. L. Rambaran

Ref no: 3/4/1/1


Attention: Deputy Directors General
Chief Directors
Head Office Directors and Staff
District Directors and Staff

FINANCE CIRCULAR NO. 02 OF 2020

CLOSING DATE FOR THE SUBMISSION OF REQUISITIONS AND INVOICES TO THE DEMAND AND ACQUISITION DIRECTORATE IN THE 2019/20 FINANCIAL YEAR

1. In preparation for the closure the 2019/20 financial year, you are hereby notified that the closing date for the submission of requisitions for goods and services has been set at 28th February 2020 (Friday) and 13th March 2020 (Friday) for submission of invoices.
2. This is to give the Demand & Acquisition Directorate and Finance time to process the requisitions and work towards finalising all 2019/20 payments by 31st March 2020. 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 2019/20 financial year (current years' allocation). Invoices received after this date may be paid in the new financial year and as such your allocation for 2020/21 will be reduced.
4. Programme and Responsibility Managers are therefore urged to round off all requisitioning processes in time for the deadline.
5. This directive does not apply to the requisitions for Conditional Grants.

The contents of this Circular must be brought to the attention of all officials in the Department.


Dr. E.V. Nzama
Head of Department: Education

14/02/2020
Date

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Through a Revolutionary Education for All...**

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