



Enquiries: ZN Xulu

Ref: 5/3/6

Tel: 033 846 5517

**TO: DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS and DIRECTORS
CESS/DEPUTY DIRECTORS AND SUPERVISORS
ASSET MANAGEMENT OFFICIALS
ALL DEPARTMENT OFFICIALS**

SUPPLY CHAIN MANAGEMENT CIRCULAR NO: 1 of 2020

SUBJECT: PROCEDURE REGARDING MOVEMENT OF ASSETS

- 1.1** The Asset Management directorate is tasked with the responsibility of managing the departmental asset register ensuring in the process that it is complete and accurate in all respects. This has necessitated the need to ensure the control environment is improved upon and is efficient.
- 1.2** The Directorate has noted with great concern assets being moved from one location to another without notifying Asset Management at Head office and District offices and this leads to weaknesses in the control environment as the asset register is not updated accordingly.
- 1.3** In terms of approved Department policy framework for Asset Management, the roles and responsibilities which include District offices, of:
- 1.3.1 7.1 Programme/Responsibility Managers**
- a) *Managers are responsible for the asset acquisition, utilisation and maintenance, movement, control, safeguarding and disposal of the assets within their area of responsibility.*
- 7.7 An official in a public entity, once allocated with an asset is responsible for:**
- a) *The management, including the safe-guarding, of the assets and assumes liability within that official's level of responsibility; his or her responsibilities include:*
- b) *Notifying asset management of assets requiring disposal and transfer/movement*

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2. Procedure

- 2.1 In the event a movement of an asset from one location to another is required, the responsible official whom the asset is allocated to, must:
 - 2.2 Notify Asset Management/Asset Controller of the intention to move the asset, and complete and submit the transfer form to Asset Management (Annexure A)
 - 2.3 Once the move has taken place provide Asset Management with details of the new location to enable the update on the Asset Register.
3. Failure to comply with the contents of this circular will result in consequence management being instituted.

Responsibility Managers are to ensure that contents of this circular are brought to the attention of all officials of the Department to ensure compliance to the above.

Dr E.V. Nzama

HOD: KZN Education

Date

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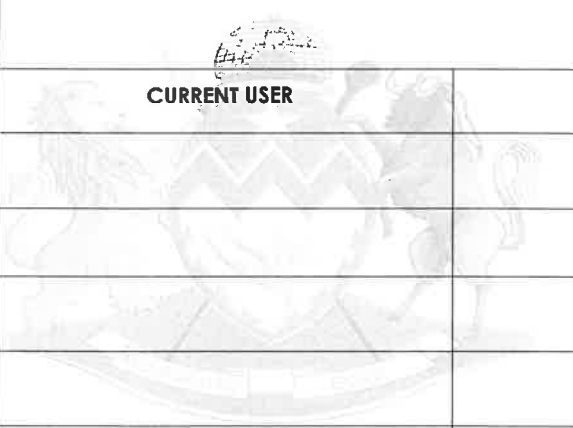


HARDCAT ASSET TRANSFER FORM

ANNEXURE A

DEPARTMENT	KZN Department of Education
BUSINESS UNIT	

ASSET PARTICULARS

BARCODE NUMBER																				
EFFECTIVE DATE:	D	D		M	M		Y	Y	Y	Y										
SERIAL NUMBER:																				
ASSET DESCRIPTION																				
																				CURRENT USER
LOCATION:																				
BAS FUND NAME :																				
BAS RESPONSIBILITY:																				
NAME OF OFFICIAL:																				
PERSAL NO:																				
SIGNATURE:																				
DATE:																				

CERTIFICATION OF COMPLETENESS AND ACCURACY OF FIXED ASSETS MANAGEMENT SYSTEM RECORD																				
	ASSET CONTROLLER										DATA CAPTURED BY									
NAME																				
SIGNATURE																				
DATE	D	D		M	M		Y	Y	Y	Y	D	D		M	M		Y	Y	Y	Y

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KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa

Physical Address: Room 301 • 15 Scott Street • Bowden House • Pietermaritzburg • 3201

Cell: +2771 864 6465 • Call Centre: +2786 0596 363 • Email: Nolwazi.Ntshaba@kzndoe.gov.za • Web: www.kzneducation.gov.za

Facebook: KZNDOE • Twitter: @DBE_KZN • Instagram: kzn_education • Youtube: kzndoe