



# education

Department:  
Education  
**PROVINCE OF KWAZULU-NATAL**

Enquires: D.J Sibisi

Ref No: 5/3/11

Contact Number: 033 846 5517

**TO:** DEPUTY DIRECTOR GENERALS  
CHIEF DIRECTORS  
DIRECTORS (HEAD OFFICE AND DISTRICT)  
LTSM IMPLEMENTING AGENT  
ASSET CONTROLLERS AND INVENTORY MANAGEMENT SUPERVISORS

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## SUPPLY CHAIN MANAGEMENT CIRCULAR NUMBER 01 OF 2019

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### QUARTELY INVENTORY COUNT FOR THE YEAR ENDING 31 MARCH 2020

1. Kindly be advised that inventory management staff will be conducting quarterly inventory counts at Head Office, LTSM warehouse and all Districts in June, September, December and March per the attached inventory count schedule.
2. The main objective of the count is effective inventory management and fair disclosure of inventory closing balance in the financial statements.
3. You are also further advised that the office of the Auditor General and officials from the office of the Chief financial Officer will be observing the 2<sup>nd</sup> quarterly and year end count in line with financial year assets policy and inventory procedures.
4. Also note that no inventory will be issued or received during these counts. The full day must be set aside for the counting of inventory.
5. Kindly bring the contents of this circular to the attention of all your staff.

  
Dr E V Nzama  
Head of Department: Education

19/03/2019  
Date

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

KWAZULU-NATAL DEPARTMENT OF EDUCATION

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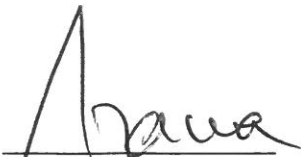
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## INVENTORY COUNT DATES FOR THE FINANCIAL YEAR ENDING 31 MARCH 2020

No	Name of Cost Centre	1 <sup>st</sup> Quarter count date	2 <sup>nd</sup> Quarter count date	3 <sup>rd</sup> Quarter count date	4 <sup>th</sup> Quarter count date	Starting Time	Responsible Person
1	Head Office	25 June 2019	26 September 2019	09 December 2019	30 March 2020	09h00	Director: Logistics, Assets & Disposal 033 846 5517
2	LTSM Warehouse	26 June 2019	27 September 2019	10 December 2019	31 March 2020	09h00	Director: LTSM 033 846 5125
3	Amajuba	27 June 2019	25 September 2019	11 December 2019	26 March 2020	9h00	District Director 034 328 4502
4	Umzinyathi	25 June 2019	26 September 2019	12 December 2019	27 March 2020	9h00	District Director 034 219 2103
5	Uthukela	26 June 2019	27 September 2019	09 December 2019	30 March 2020	9h00	District Director 036 638 7844
6	Zululand	27 June 2019	26 September 2019	10 December 2019	30 March 2020	9h00	District Director 035 874 5272
7	King Cetshwayo	25 June 2019	27 September 2019	11 December 2019	31 March 2020	9h00	District Director 035 901 1303
8	Ilembe	26 June 2019	30 September 2019	12 December 2019	26 March 2020	9h00	District Director 032 439 6108
9	Umlazi	27 June 2019	26 September 2019	09 December 2019	27 March 2020	9h00	District Director 031 918 8644
10	Pinetown	25 June 2019	27 September 2019	10 December 2019	30 March 2020	9h00	District Director 031 716 2708
11	Umgungundlovu	26 June 2019	27 September 2019	11 December 2019	31 March 2020	9h00	District Director 033 342 4053
12	Harry Gwala	27 June 2019	30 September 2019	12 December 2019	30 March 2020	9h00	District Director 039 797 3701
13	Ugu	25 June 2019	26 September 2019	09 December 2019	31 March 2020	9h00	District Director 039 688 8638
14	Umkhanyakude	26 June 2019	26 September 2019	10 December 2019	30 March 2020	9h00	District Director 035 573 9656

  
Dr E V Nzama  
Head of Department: Education

19/3/2019.  
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