



Private Bag X9137, Pietermaritzburg, 3200
228 Pietermaritz Street, Pietermaritzburg, 3201
Tel: 033 846 5517

Supply Chain Management
Enquiries: Mr M. Mlangeni

**TO: DEPUTY DIRECTOR-GENERALS
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
ASSET MANAGEMENT UNITS
ALL OFFICIALS**

**SUPPLY CHAIN CIRCULAR NUMBER 05 OF 2022
PHYSICAL VERIFICATION OF DEPARTMENTAL ASSETS AND FURNITURE FOR
FINANCIAL YEAR (FY) 2022/23**

1. The Asset Management staff at Head Office and District Offices has the responsibility to conduct the Physical Verification of Assets (PVA) for all Departmental assets and leased equipment at all administrative offices during the FY 01st April 2022 to 31st March 2023.
2. The objective of the verification is to produce a complete and accurate Fixed Asset Register (FAR) in compliance with the mandatory provisions of Section 55 (Public Finance Management Act No. 1 of 1999) and the KwaZulu-Natal Department of Education Asset Management Framework.
3. Please note that District Assets Management officials must conduct the verification of assets **continuously**, while Head Office staff will provide support where deemed necessary.
4. All asset custodians/users must therefore present **all allocated assets including computers, laptops, printers, furniture and portable devices such as cameras, scanners** etc. to the District and/or Head Office Asset Verification Teams for physical verification from **01st May 2022 or the individual custodians/users must arrange, with their Directorate Asset Controller, for an alternative date.**
5. All **keys** to offices, cupboards, drawers, strong rooms, safes and laptop bags must be made available to the **Deputy Director (Auxiliary Services) or the Assets Controller for accessibility and verification of assets** kept therein. The strictest security protocols will be taken to ensure that this process is completed properly.



6. The Asset Verification Teams must enter and verify/scan assets at all locations including kitchens, store rooms, corridors, receptions, waiting rooms, rest rooms, containers and places where broken, redundant and obsolete assets are kept.
7. Asset custodians/users must notify the Assets Controllers and Asset Verification Teams of the following:
 - a) Scrap/obsolete/dysfunctional, not utilised 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 a 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.
 - j) Leased assets must be clearly disclosed/distinguished from departmental ones.
8. 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.
9. The non-compliant asset custodians/users may be held accountable for irregularities and audit findings emanating from the non-presentation of assets for verification.
10. District asset controllers will liaise with the Head Office Assets Directorate for any and all queries.
11. Meetings on this process will be held on a regular basis to monitor and assist with exceptions/ difficulties.
12. During the verification process, all COVID-19 protocol must be adhered to.
13. Kindly bring the contents of this circular to the attention of the relevant officials.

Your cooperation is always highly appreciated.

Mr. GN Ngcobo
Head of Department: Education

Date