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LOGISTICS ASSETS AND DISPOSALS

**TO : DISTRICT DIRECTORS
DEPUTY DIRECTORS: FINANCE
ASSISTANT DIRECTORS: FINANCE
DISTRICT ASSET CONTROLLERS**

SUPPLY CHAIN MANAGEMENT CIRCULAR NO. 8 OF 2025

UTILISATION OF HARDCAT SYSTEM: TRANSFERS

1. The above subject has reference.
2. The KwaZulu-Natal Department of Education has decentralised the Hardcat system functionality, enabling all Districts to perform asset transfers via Hardcat Web.
3. In accordance with Section 11 of the KwaZulu-Natal Department of Education Asset Management Policy:
 11. Removal and Transfer of Assets
 - 11.1.1 Transfer of assets within Departmental Administrative Buildings
 - a) The Asset Controller must complete the Hardcat Asset Transfer Form and update the asset register immediately.
4. Asset Controllers are required to ensure that asset information is updated on Hardcat Web to reduce audit findings related to assets transfers not updated accordingly. This will ensure asset information is accurate and complete.
5. All Asset Controllers have been issued login credentials for Hardcat Web and any challenges with system access must be referred to Mr. Lindokuhle Makhanya at Head Office via email: Lindokuhle.Makhanya@kzndoe.gov.za or by phone at 033 846 5279.
6. Kindly bring the contents of this circular to all officials concerned.

Kind regards

**MR. G.N. NGCOBO
HEAD OF DEPARTMENT: KZN EDUCATION**

16/2/26
DATE