



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

LOGISTICS ASSETS AND DISPOSALS

Private Bag X9137, PIETERMARITZBURG, 3200

EX NED building 228, 228 Pietermaritz Street, Pietermaritzburg, 3201

Tel: 033 846 5517 Fax: 033 341 0986 Enquiries Mr S.S Cele

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

SUPPLY CHAIN MANAGEMENT CIRCULAR NO 2 OF 2025

QUARTERLY INVENTORY COUNT FOR THE YEAR ENDING 31 MARCH 2026

1. Kindly be advised that inventory management staff will be conducting the quarterly inventory counts at Head Office, LTSM warehouse and all District offices in June, September, December, and March per inventory count schedule as attached on ANNEXURE A.
2. The main objective of the count is to strengthen our internal controls and to ensure that Inventory Management disclosure notes are fairly presented without errors and misstatements in the financial statements. Furthermore, this will also assist in updating and tracking inventory through the manual tally card system and stock register that is currently being used. During the process of inventory count, protocols will be followed as per the Inventory Management Policy.
3. You are also further advised that the office of the Auditor General, Office of the Chief Financial Officer representatives and Head Office Inventory Management team will be observing the 2nd quarter count and the year-end counts in line with financial year procedures.
4. Also note that no inventory will be issued or received during the count periods. The full day must be set aside for the counting of inventory including Personal Protective Equipment (PPE).
5. Kindly bring the contents of this circular to the attention of all the relevant officials.

Mr G.N Ngcobo
Head of Department: KZN Education

Date

**ANNEXURE A****QUARTERLY INVENTORY COUNT DATES FOR THE FINANCIAL YEAR ENDING 31 MARCH 2026**

	Name of Cost Centre	1st Quarter count date	2nd quarter count date	3rd Quarter count date	4th Quarter count date	Starting Time	Responsible Person
1	Head Office	26 June 2025	29 September 2025	11 December 2025	26 March 2026	9h00	Director: Logistics, Assets & Disposals 033 846 5517
2	LTSM Warehouse	30 June 2025	30 September 2025	10 December 2025	25 March 2026	9h00	Director: LTSM 033 846 5125
3	Amajuba	25 June 2025	25 September 2025	09 December 2025	24 March 2026	9h00	District Director 034 328 4502
4	uMzinyathi	26 June 2025	26 September 2025	10 December 2025	25 March 2026	9h00	District Director 034 219 2103
5	uThukela	27 June 2025	30 September 2025	08 December 2025	26 March 2026	9h00	District Director 036 638 7844
6	Zululand	26 June 2025	30 September 2025	09 December 2025	24 March 2026	9h00	District Director 034 989 9885
7	King Cetshwayo	25 June 2025	26 September 2025	10 December 2025	25 March 2026	9h00	District Director 035 9011 303
8	uMkhanyakude	30 June 2025	25 September 2025	08 December 2025	23 March 2026	9h00	District Director 035 573 9656
9	iLembe	27 June 2025	29 September 2025	11 December 2025	27 March 2026	9h00	District Director 032 439 6108/03
10	Umlazi	25 June 2025	25 September 2025	08 December 2025	26 March 2026	9h00	District Director 031 9188644/9188510
11	Pinetown	26 June 2025	26 September 2025	09 December 2025	26 March 2026	9h00	District Director 031 716 2708
12	uMgungundlovu	27 June 2025	30 September 2025	10 December 2025	23 March 2026	9h00	District Director 033 342 4053
13	Harry Gwala	26 June 2025	29 September 2025	08 December 2025	24 March 2026	9h00	District Director 039 797 3701
14	uGu	30 June 2025	30 September 2025	09 December 2025	25 March 2026	9h00	District Director 039 688 8638