



**DIRECTORATE:**

Private Bag X9137, PIETERMARITZBURG, 3200

**LOGISTICS ASSETS AND DISPOSALS**

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**

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**SUPPLY CHAIN MANAGEMENT CIRCULAR NO. 05 OF 2024**

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**QUARTERLY INVENTORY COUNT FOR THE YEAR ENDING 31 MARCH 2025**

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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 ANNEXURE A per the list below.
2. The main objective of the count is effective inventory management and fair disclosure of inventory closing balance in the financial statements. This also assists in updating and tracking inventory through the manual tally card system currently being used. During this process inventory count protocols will be followed as per the policy.
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 end of year counts in line with financial year end of 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. The count will now also include all 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 2025**

	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	27 June 2024	30 September 2024	06 December 2024	27 March 2025	9h00	Director: Logistics, Assets & Disposals 033 846 5517
2	LTSM Warehouse	25 June 2024	26 September 2024	04 December 2024	25 March 2025	9h00	Director: LTSM 033 846 5125
3	Amajuba	25 June 2024	26 September 2024	04 December 2024	25 March 2025	9h00	District Director 034 328 4502
4	UMzinyathi	26 June 2024	27 September 2024	05 December 2024	27 March 2025	9h00	District Director 034 219 2103
5	UThukela	24 June 2024	25 September 2024	03 December 2024	24 March 2025	9h00	District Director 036 638 7844
6	Zululand	27 June 2024	30 September 2024	06 December 2024	27 March 2025	9h00	District Director 034 989 9885
7	King Cetshwayo	25 June 2024	26 September 2024	04 December 2024	25 March 2025	9h00	District Director 035 9011 303
8	UMkhanyakude	24 June 2024	25 September 2024	03 December 2024	24 March 2025	9h00	District Director 035 573 9656
9	ILembe	26 June 2024	27 September 2024	05 December 2024	26 March 2025	9h00	District Director 032 439 6108/03
10	Umlazi	27 June 2024	30 September 2024	06 December 2024	27 March 2025	9h00	District Director 031 9188644/9188510
11	Pinetown	27 June 2024	30 September 2024	06 December 2024	27 March 2025	9h00	District Director 031 716 2708
12	UMgungundlovu	26 June 2024	27 September 2024	05 December 2024	26 March 2025	9h00	District Director 033 342 4053
13	Harry Gwala	24 June 2024	25 September 2024	03 December 2024	24 March 2025	9h00	District Director 039 797 3701
14	Ugu	25 June 2024	26 September 2024	04 December 2024	25 March 2025	9h00	District Director 039 688 8638