



**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DISTRICT DIRECTORS
DIRECTORS (HEAD OFFICE AND DISTRICT)
ASSET CONTROLLERS AND INVENTORY MANAGEMENT SUPERVISORS**

**SUPPLY CHAIN MANAGEMENT CIRCULAR NO. 08 OF 2024
ACQUISITION OF LEASED PHOTOCOPY MACHINES AND VERIFICATION PROCEDURE**

1. PURPOSE

1.1 The purpose of this circular is to inform all official in Head office and District Offices about the process to acquire a lease photocopying machines and verification process thereof.

2. BACKGROUND

2.1 The KZN DoE has a contract with the National Treasury to supply printing solutions for phototyping machines and its necessary to outline these processes for our internal acquisition and verification.

3. INTERNAL REQUISITION GUIDELINES

3.1 In the event a leased photocopying machine is required by a Directorate the following procedure must be followed;

3.1.1 An approved submission must be submitted by the Directorate to the Head of Department to lease a machine.

3.1.2 Submit the approved procurement plan.

3.1.3 Submit the RT3-2022 ANNEXURE D1 form (*Analysis of Printing requirement for categories 1 to 4*).

3.1.4 Submit approved E90 form to Directorate: Logistics, Assets and Disposals for recommendations.

3.1.5 Submit approved E14 form (*application for labour saving device*) via Directorate: Information Technology.

3.1.6 Submit two (2) requisitions approved by the Chief Financial Officer (CFO).

☐ copy for photocopier lease

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3.1.7 Obtain budget confirmation.

3.1.8 Submit the application to Demand and Acquisition: Head Office.

3.1.9 Upon the delivery of the machine a lease agreement is to be signed by the Responsibility Manager of requesting Directorate and services provider.

3.1.10 A signed lease agreement is to be submitted to SCM-Head Office (*Directorate: Logistics, Assets and Disposals and Demand and Acquisitions*)

3.1.11 All invoices need to be confirmed and processed timeously.

(If there are no copy charges during a month, the end user must ask the service provider to issue a nil invoice or a letter stating that no copies were made for that month).

4. VERIFICATION OF LEASED MACHINERY PROCEDURE

4.1 The physical verification of rental machines exercise will be done by the users on monthly basis.

4.2 All Directorate will be required to submit the standard verification form as attached **ANNEXURE A** to Mrs N Gumbi, vatry.mbatha@kzndoe.gov.za Tel no: 033 846 5442

NB: The verification form needs to be submitted during the first week of the month end.

During the verification stage it is important to capture the accurate serial number of the machine.



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5. Kindly bring the contents of this circular to all officials concerned.

A handwritten signature in black ink, appearing to read 'G.N. Ngcobo', written over a horizontal line.

Mr G.N Ngcobo
Head of Department

Date: 18/12/24