
Wes-Kaap Onderwysdepartement
Western Cape Education Department
iSebe leMfundo leNtshona Kolorha

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<p>TO: CHIEF DIRECTORS, DIRECTORS, DEPUTY DIRECTORS, ALL HEADS OF EDUCATIONAL INSTITUTIONS, AREA AND CIRCUIT MANAGERS AND SUBJECT ADVISERS</p>		Kantoor van die Office of the i-Ofisi ye	Head of Education		
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		Datum/Date Umhla	5 November 1998		

CIRCULAR 0144/98

**PROVISIONING ADMINISTRATION : CERTIFICATION PROCEDURES IN
RESPECT OF GOODS RECEIVED AND SERVICES RENDERED**

1. School principals and heads of institutions are responsible for giving accurate proof of delivery regarding goods received and services rendered. It has however, been noted that cases exist where inaccurate certificates of deliveries are furnished for the processing of payments. This includes among others the signing of delivery notes by cleaning and teaching staff who do not have actual knowledge of the supplies and services. The furnishing of inaccurate certificates leads to irregularities and overpayments.
2. To obviate irregularities, the following procedures will apply with immediate effect:
 - 2.1 The principal or head of institution will appoint at least two persons to be responsible for the receiving of goods and the furnishing of accurate proof of delivery certificates.
 - 2.2 All goods received must be checked for quality and quantity. When goods are received in holders, the external condition of such holders should be checked for damage or any sign of tampering before any delivery note is signed. Goods are to be checked as soon as possible after receipt by one of the two persons assigned to the task.
 - 2.3 In the case of short supply or delivery of inferior goods the matter is to be reported immediately to the company concerned. In these cases no delivery notes or invoices must be certified.

2.4 When the appointed staff member is satisfied that the services rendered or goods received are generally in order, he or she must certify the delivery notes or invoices in the following manner :

2.4.1 Goods supplied :

- that the supplies were in fact required for official purposes and for an approved service;
- that the supplies were correct on receipt and in good condition and that the receipt of the supplies had been entered in the records;
- that the rates are in accordance with a contract ;and
- that the price is fair and reasonable and the supplier is entitled to payment.

2.4.2 Services rendered

- that the services rendered were necessary for official purposes;
- that the services were satisfactorily carried out;
- that the charges are according to the relevant tariff, contract or agreement ;
- that the tariff is fair and reasonable and the supplier is entitled to payment.

2.5 In respect of paragraph 2.4, when certifying the delivery certificates or invoices, the following information must also be provided on the relevant documentation:


2.5.1 Signature and name in print of designated person

2.5.2 Date of delivery

2.5.3 School or institution stamp

3. The contents of this circular must be brought to the attention of all concerned.

4. Your co-operation will be appreciated.


for HEAD: EDUCATION