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Reference  
ISalathiso

VR GARDNER

467-2789

467-2810

10/1/B



Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISebe leMfundo leNtshona Koloni

CIRCULAR 0036/2001

TO:


ALL CHIEF DIRECTORS, DIRECTORS, DEPUTY DIRECTORS, AREA AND CIRCUIT MANAGERS, SUBJECT ADVISERS, EDULIB, HEADS OF SCHOOL CLINICS AND TEACHER CENTRES, HEADS OF LSEN INSTITUTIONS WHERE GG TRANSPORT IS USED, RECTOR OF WESTERN CAPE COLLEGE OF EDUCATION AND TRANSPORT OFFICERS

### SUBMISSION OF LOG-SHEETS

1. The Fleetman computer system was recently adopted by the Department of Transport for the administration of GG transport. This system makes it unnecessary for user departments to register the kilometre reading on the log-sheet (blue copy) as an expenditure on the Financial Management System (FMS) by using form 1100. The expenditure will now be registered via the Fleetman system on the FMS by the Department of Transport itself.
2. It is therefore absolutely necessary that log-sheets be submitted promptly at the end of each month. The existing policy of the Department of Transport also requires that log-sheets be submitted on the 7<sup>th</sup> day of the following month.
3. Failure to submit logsheets has become a serious problem. The Western Cape Education Department (WCED) is therefore compelled to act against transport officers who fail to submit log-sheets.
4. Transport officers and officials to whom GG vehicles have been issued are requested to submit all outstanding log-sheets till March 2001 before 7 April 2001 in respect of all vehicles under their control to Head Office for attention Mr V Gardner. Thereafter log-sheets must be submitted on a monthly basis before the 7<sup>th</sup> of the successive month. The attached schedule must be completed and must accompany the log-sheets. Every official who uses official transport therefore has a responsibility to ensure that log-sheets are delivered to the transport officer in good time.
5. We depend on the co-operation of all officials.

6. The contents of this circular must be brought to the attention of all concerned.
7. The following officials can be contacted for further details:

Messrs:	V R Gardner	:	Tel. (021) 467-2789
	H J Fisher	:	Tel. (021) 467-2819

  
HEAD: EDUCATION  
DATE: 23/3/2001

AREA OFFICE:  
AREAKANTOOR: .....

Contact person/Kontakpersoon: .....  
Tel No. : .....

RETURN OF LOGSHEETS FOR THE PERIOD  
OPGAWE VAN LOGSTATE VIR DIE TYDPERK .....  
**(PLEASE LIST ALL VEHICLES IN YOUR AREA)**  
**(LYS ASSEBLIEF ALLE VOERTUIE IN U STREEK)**

SUBMITTED LOGSHEETS INGEDENDE LOGSTATE				OUTSTANDING LOGSHEETS UITSTAANDE LOGSTATE	
GG-NO.	LOGSHEET LOGSTAAT NO.	KMS TRAVELLED AFGEL&	DAYS USED DAE GEBRUIK	STATION STANDPLAAS	GG-NO.

.....  
AREABESTUURDER  
DATUM: .....

.....  
AREA MANAGER  
DATE: .....