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Wes-Kaap  erwysdepartement

Western Cape Education Department

ISEbe leMfundo leNtshona Koloni

CIRCULAR: 0125/2002

EXPIRY DATE: NONE

TO: CHIEF DIRECTORS, DIRECTORS (HEAD OFFICE AND EMDCs), DEPUTY DIRECTORS AND HEADS OF EDUCATIONAL INSTITUTIONS

BRIEF SUMMARY: Guidelines for the certification of invoices.

SUBJECT: CERTIFICATION PROCEDURES FOR GOODS AND SERVICES RECEIVED

1. It is noted that, notwithstanding the guidelines as set out in Circulars 0084/2001 of 22 June 2001 and 0069/2002 of 21 June 2002, non Section 21 schools are still submitting invoices for goods or services that have not been correctly certified. The non adherence to these guidelines could lead to the department paying for goods that were not received, or cause unnecessary delay in payment to suppliers.
2. Principals are once again requested to ensure that the relevant guidelines are strictly adhered to.
3. Thank you for for your co-operation.


HEAD: EDUCATION

DATE: 2002-10-16

MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE /
NCEDA UBHALA IINOMBOLO ZESALATHISO KUYO YONKE IMBALELVANO

GRAND CENTRAL TOWERS, LAER-PARLEMENTSTRAAT, PRIVAATSAK X9114, KAAPSTAD 8000
GRAND CENTRAL TOWERS, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

WEB: <http://wced.wcape.gov.za>