



Verwysing: 20170907-4662  
4/5/1  
Navrae: Sien paragraaf 11

Omsendbrief: 0032/2017  
Vervaldatum: 31 Maart 2019

Aan: Adjunk-direkteurs-generaal, Hoofdirekteure, Direkteure, Kringbestuurders, Hoofde: IBB-koördinerings- en -advies, Adjunkdirekteure by distrikskantore, en Prinsipale en Voorsitters van Beheerliggame van nie-artikel 21 gewone openbare skole

Kort opsomming: *Besonderhede van die finansiële toewysing aan nie-artikel 21-skole vir die 2018/19-boekjaar en riglyne vir die verkryging van goedere en dienste.*

**Onderwerp: Nie-artikel 21 skole: Norme-en-standaarde-befondsing vir skole graad 1–12 — finansiële toewysing vir die 2018/19-boekjaar**

## 1. Toewysing

Die provinsiale norme-en-standaarde (N&S)-toewysings vir nie-artikel 21 skole vir die volgende drie jaar, vir die tydperk vanaf 01 April 2018 tot 31 Maart 2021, is op SOBIS beskikbaar. Toegang daartoe kan soos volg verkry word:

- Teken aan op SOBIS.
- Kies "Public Ordinary".
- Kies skool.
- Kliek op "Proceed" en kies dan die "Administration" –opsie op die kieslys en kliek op "Norms and Standards Allocation" en kies "N&S 2018/19".
- Druk die bladsy.

Let asseblief op die volgende:

- 1.1 Toewysings word bereken ooreenkomstig die voorskrifte in paragraaf 108 tot 114 van die Nasionale Norme en Standaarde vir Skoolbefondsing (NNSSB) in Staatskoerant No. 29179 van 31 Augustus 2006.
- 1.2 Volgens paragraaf 114 van die NNSBF, dui die Nasionale Teikentabel soos gepubliseer in Staatskennisgewing No. 12, Staatskoerant No. 40818 van 28 April 2017 die 2018 geteikende bedrag per leerder aan. Die geenskoolgeldrumpel sal R1 316 wees.

## Nasionale Teikentabel vir die skooltoewysing graad 1–12 (2018—2020)

	2018	2019*	2020*
NK1 <b>Geen gelde</b>	1 316	1 394	1 471
NK2 <b>Geen gelde</b>	1 316	1 394	1 471
NK3 <b>Geen gelde</b>	1 316	1 394	1 471
NK4 <b>Geen gelde</b>	1 316	1 394	1 471
NK5 <b>Geen gelde</b>	1 316	1 394	1 471
NK4 <b>Gelde betaalbaar</b>	660	699	737
NK5 <b>Gelde betaalbaar</b>	228	241	254
Geenskoolgelddrumpel	1 316	1 394	1 471

\* Syfers vir 2019 en 2020 (aangepas by geprojekteerde inflasiekoers) is die geprojekteerde nasionale teikens wat gekommunikeer is.

- 1.3 Die voorlopige N&S- toewysingsbriewe is op grond van die 2017 10<sup>de</sup> dag Kitsopname-leerderinskrywings bereken.
- 1.4 Die Wes-Kaapse Onderwysdepartement (WKOD) sal die leerderinskrywings van alle skole met die 2018 10<sup>de</sup> dag Opname nagaan. **Finale toewysingsbriewe** sal teen 16 Maart 2018 op SOBIS gepubliseer word.

**Die fondse wat ooreenkomstig hierdie omsendbrief toegewys is, moet teen 31 Maart 2019 bestee wees.**

## 2. **Betalingskedule (WKOD 032-vorm)**

### 2.1 **Skoolgeldskole**

Nie-artikel 21-skole moet voor 31 Maart 2017 hul N&S-toewysing vir die boekjaar wat op 31 Maart 2018 eindig op die WKOD 032-vorm in die vier kategorieë indeel, naamlik leer- en onderrigondersteuningsmateriaal (LOOM), plaaslike aankope, munisipale dienste en instandhouding. By ontvangs van die voltooide WKOD 032-vorm sal die WKOD die begrotings noukeurig bestudeer. Skole sal verwittig word indien hul vorms nie in orde is nie en versoek word om hersiene WKOD 032-vorms in te dien.

### 2.2 **Geenskoolgeld-skole**

2.2.1 20% van die totale N&S-toewysing, wat in April–Mei 2018 oorbetal word, moet teruggehou word om die lopende bedryfs- **niepesoneeluitgawes** te dek. Skole sal van hierdie bedrag in die N&S-toewysingsbrief ingelig word. Hou in gedagte dat die bedrag die skool moet deursien tot April 2019 wanneer betaling vir die volgende boekjaar ontvang sal word. Die oorblywende N&S-toewysing vir die boekjaar wat op 31 Maart 2019 eindig, moet voor of op 28 Maart 2018 op die WKOD 032-vorm in die vier kategorieë (kyk paragraaf 2.1 en 3.1 in hierdie verband) ingedeel word.

2.2.2 Daarbenewens sal die oordragbetalings aan alle nie-artikel 21-skole vir instandhouding, en vir munisipale dienste (vir daardie skole wat hul eie munisipalediensterekening betaal), soos

volg betaal word: 50% van die begrote bedrae (soos volgens WKOD 032) sal in April–Mei 2018 betaal word en die oorblywende 50% in Oktober–November 2018.

### 3. **Benutting van die toewysing**

- 3.1 Die N&S-toewysing is hoofsaaklik bedoel vir LOOM, plaaslike aankope, munisipale dienste, noodsaaklike daaglikse instandhouding van skoolgeboue, terreine en toerusting (niegeskeduleerde instandhouding), en ander lopende uitgawes (20% van N&S in die geval van geen-skoolgeld-skole). Eie inkomste, soos bedoel in paragraaf 6 hieronder, moet eers gebruik word om tekorte in bogenoemde verband te dek voordat dit aangewend word vir die finansiering van beheerliggaamposte.

**Daar word vir 2018/19 aanbeveel dat skole hul beskikbare toewysing soos volg tussen die onderskeie uitgawekategorieë behoort te verdeel:**

- 30% vir LOOM bestellings vir 2019 waarvan 10% spesifiek vir biblioteekmateriaal gereserveer moet wees (elke leerder moet 'n handboek vir elke vak hê). Die voorraad skoolbiblioteekmateriaal moet jaarliks aangevul word totdat die totale getal items die minimum van die internasionale standaard van 10 items per leerder weerspieël. Sien paragraaf 3.1.1 hieronder vir die lys van items wat onder LOOM val.
- 20% vir plaaslike aankope
- 25% vir munisipale dienste. **(Skole moet egter begroot vir 'n groter persentasie as uitgewetendense dit noodsaak.)** 25% vir instandhouding

**Die verskuiwing van fondse op die WKOD 032-vorm behoort teen 14 September 2018 gefinaliseer te wees.**

#### 3.1.1 Leer- en onderrigondersteuningsmateriaal (LOOM)

(a) Die Departement van Basiese Onderwys (DBO) definieer LOOM as enige materiaal wat onderrig en leer direk in die klaskamer of by die huis (tuiswerk) ondersteun en fasiliteer. Dit sluit die volgende in:

- Handboeke, leesboeke, naslaanboeke, voorgeskrewe werke, atlasse en woordeboeke
- Werkboeke
- Plakkate, kaarte en muurkaarte
- Opvoedkundige bordspeletjies
- Biblioteekmateriaal (fiksie en niefiksie), naslaanboeke, plakkate, en videos wat vooraf opgeneem is, DVD's, oudiokassette, CD's, CD-ROM's, multimedia, ens.
- Rekenaarsagteware en lisensies
- Hulpbronmateriaal vir opvoeders, leerders, klaskamers en biblioteek

- (b) Daar word van skole verwag om hul volle LOOM-toewysing te gebruik vir die aankoop van LOOM wat die implementering van die Kurrikulum en Assesseringsbeleidsverklaring (KABV) in hul klaskamers sal verryk en versterk. Skole word dus aangemoedig om hul LOOM-toewysing vir die aankoop van aanvullende handboeke, voorgeskrewe werke, atlasse, woordeboeke, werkboeke, plakkate, kaarte, muurkaarte, opvoedkundige bordspeletjies, biblioteekmateriaal (fiksie en niefiksie), naslaanboeke, video-opnames, DVD's, oudiokassette, CD's, CD-ROM's en rekenarsagteware, verbruikerstudies en gasvryheidstudies en die wetenskaplaboratoriumtoerusting te benut.
- (c) Onderhewig aan die volgende voorwaardes, kan skole minder geld aan LOOM toewys mits:
- elke leerder in die skool oor 'n handboek vir elke vak beskik en toegang tot ander LOOM-hulpbronne het;
  - die skool jaarliks 10% van die LOOM-toewysing vir die aankoop van biblioteekmateriaal gebruik het om die biblioteekvoorraad aan te vul en die totale getal items in die biblioteekvoorraad nou bestaan uit die minimum internasionale standaard van 10 items per leerder; en die beheerliggaam 'n formele besluit aangaande die afwyking geneem het. (Hierdie besluit van die beheerliggaam rakende die begroting wat aan 'n ouervergadering voorgelê word, moet verduidelik word en die bedrag wat per leerder aan LOOM bestee is, moet voorsien word. Hierdie besluit moet by die ouervergadering voorgelê word, ongeag of dit deur die kringbestuurder ondersteun word of nie.)
- (d) Hoe om LOOM te verkry: Nie-artikel 21-skole moet die voorgeskrewe prosedure volg in Bylae A.
- Waar geen amptelike kontrak in plek is nie, sal die WKOD In ooreenstemming met die Provinsiale Tesourie-instruksies die LOOM versoeke van alle nie-artikel 21-skole adverteer op die Geïntegreerde Verkrygingstelsel ("IPS") wat deur Ariba bestuur word. Hierdie stelsel laat kompeterende bieder toe in ooreenstemming met die wetgewing gepromulgeer ingevolge die Wet op die Raamwerk vir Voorkeurverkrygingsbeleid, 2000 (Wet 5 van 2000).
  - Skole moet alle LOOM-aanvullings kies uit die goedgekeurde nasionale katalogusse wat op die WKOD se webtuiste beskikbaar is by **<http://wcedonline.pgwc.gov/branchPS/LTSM/index.html>**.
  - Die WKOD stel skole jaarliks (deur middel van omsendbriewe) ten opsigte van die tydsraamwerke vir die bestel van KABV-aanvullingshandboeke op SOBIS in kennis.
  - Vir bystand met die kies van skoolbiblioteekmateriaal moet skole met mnr Timothy Cloete, die EDULIS-koördineerder: Skoolbiblioteekdienste by tel. 021 957 9626 in verbinding tree. Die distrikskoolbiblioteekadviseur en/of bronesentrumkoördineerder kan ook in verband met die ontwikkeling van skoolbiblioteke gekontak word.

### 3.1.2 Munisipale dienste

- (a) Die N&S-toewysing aan skole is bedoel vir die betaling van, onder andere, hulle maandelikse munisipalediensterekening, bv. elektrisiteit, water, riool en vullisverwydering, (beskikbaarheid- en gebruikskoste), maar sluit die betaling van eiendomsbelasting uit. Soos in die verlede, sal die staat die eiendomsbelasting op

eiendom wat in die naam van die Provinsiale Regering van die Wes-Kaap (PRWK) of, onder sekere omstandighede, die Republiek van Suid-Afrika (RSA) geregistreer is, betaal.

- (b) Enkele skole het aangedui dat hulle nie hul eie munisipale dienste wil bestuur nie en hul rekeninge sal steeds deur die betrokke distrikskantore betaal word. Die distriksamptenare sal elke maand elke skool van afskrifte van sy rekeninge voorsien sodat dit nagegaan en daar bevestig kan word dat die rekeninge korrek is. **Die WKOD 032-bedrag verteenwoordig dit waarvoor die WKOD aanspreeklik sal wees en dit sal gebruik word om vir munisipale dienste te betaal. Skole sal aanspreeklik wees vir die vereffening van enige munisipale skuld aangegaan meer as waarvoor op die WKOD 032 begroot is.**
- (c) Nie-artikel 21-skole moet aan die hand van vorige jare se uitgawes aan hierdie dienste plus inflasieaanpassings, die bedrag bereken wat hulle opsy sit vir munisipale dienste en dit op die WKOD 032-vorm aandui. Hierdie bedrag, en instandhoudingsgelde, sal gelyktydig betaal word aan daardie skole wat die funksie aanvaar het. **Waar die N&S-toewysing vir munisipale dienste onvoldoende is, word daar van skole verwag om, waar nodig, die toewysing vanuit hul eie inkomste aan te vul.**
- (d) Skole moet steeds, onder andere, die besparingsmaatreëls wat in Bylae B aangedui word, toepas.
- (e) Eskom en die meeste munisipaliteite het aangedui dat hulle meters vir voorafbetaalde elektrisiteit aan skole beskikbaar kan stel. Dit sal skole in staat stel om hul elektrisiteitsverbruik beter te beheer. Skole moet Eskom of hul plaaslike munisipaliteit kontak, soos van toepassing, indien hulle voorafbetaalde elektrisiteitsmeters wil laat installeer.
- (f) **Waar dit blyk dat skole nie hul munisipale rekeninge vereffen nie, behou die WKOD die reg voor om fondse uit die N&S-toewysing terug te hou om uitstaande munisipalediensterekeninge namens die betrokke skole te vereffen.**

### 3.1.3 Daaglikse instandhouding

- (a) Daaglikse instandhouding sluit in die instandhouding van die terrein asook die skoonmaak, instandhouding, opknop, herstel en/of vervanging van spesifieke gedeeltes van skoolgeboue. **Gereelde instandhouding moet gedoen word om te verhoed dat skoolgeboue agteruitgaan en noodherstelwerk a.g.v. verwaarloosing nodig het.**
- (c) **Waar die N&S-toewysing vir daaglikse onderhoud onvoldoende is, word van skole verwag om die toewysing aan te vul vanuit eie inkomste, waar nodig.** Skole moet begroot vir daaglikse instandhouding na gelang van die toestand van hul skoolgeboue en terreine.
- (d) Skole moet 'n bedrag van sy jaarlikse toewysing vir daaglikse instandhouding terughou vir die instandhouding van toerusting wat gebruik word om die skoolterrein te verbeter, bv. onderhoud van die grassnyer, die aankoop van verf vir banke op die skoolterrein, en die aankoop van kalk en kunsmis.
- (e) N&S-toewysings mag nie gebruik word vir daaglikse herstelwerk aan koshuise nie. Sodanige herstelwerk moet uit leerders se losiesgeld en -beurse befonds word.

3.2 Skole moet die toewysings vir die instandhouding van geboue, terreine en toerusting as 'n enkelbedrag op die WKOD 032-vorm aandui.

3.3 Waar nie-artikel 21 skole hul N7S-toewysings om watter rede ook al oorskry, sal die WKOD enige oorbesteding uit die volgende boekjaar se N&S-toewysing aan die skool verhaal. Dit behoort egter nie gesien te word as aanmoediging vir skole om hul N&S-toewysings te oorskry nie.

4. **Die N&S-toewysing mag NIE vir die volgende gebruik word NIE:**

- **Besoldiging van personeel wat deur die beheerliggaam aangestel is**
- **Nuwe geboue**
- **Koshuisuitgawes Lenings aan individue of ander inrigtingsVoertuie**

5. **Groot noodherstelwerk**

Ingevolge paragraaf 97 van die NNSSB aanvaar die WKOD verantwoordelikheid vir groot noodherstelwerk aan geboue, onderhewig aan die beskikbaarheid van fondse wat vir hierdie gebeurlikhede begroot is. Die volgende herstelwerk sal ooreenkomstig die prosedures in Omsendbrief 175/2000 oorweeg word:

**KATEGORIE A**

**Ernstige skade** as gevolg van natuurrampe, strukturele probleme en brande.

Die WKOD sal net verantwoordelikheid vir sodanige noodherstelwerk aanvaar as die koste meer as R10 000 beloop en die toewysingsbegroting vir instandhouding uitgeput is, mits voldoende fondse beskikbaar is.

Die WKOD sal, na eie goeddunke, dit oorweeg om 'n oordragbetaling vir die materiaal in betreklik **minder ernstige** gevalle te maak.

6. **Eie inkomste**

Ingevolge artikel 36(1) van die Suid-Afrikaanse Skolewet (SASW), 1996 (Wet 84 van 1996), moet beheerliggame alle redelike stappe doen om die staatshulpbronne aan te vul ten einde die gehalte van onderwys wat deur die skool aan alle leerders by die skool gebied word, te verbeter. Alhoewel geenskoolgeldskole nie verpligte skoolgeld (insluitende registrasiegelde) mag hef nie, word hulle aangemoedig om vrywillige bydraes (donasies) te vind en by fondsinsamelingsfunksies betrokke te raak.

## 7. Verslagdoening

- 7.1 Die goedgekeurde begroting van die skool moet jaarliks teen 01 Desember by die betrokke distrikskantoor ingedien word.
- 7.2 Alle skole moet binne 30 dae ná die einde van die kwartaal (uitgawes tot 30 Junie en 31 Desember) 'n WKOD 043-vorm (sesmaandelikse verslag) by die betrokke distrikskantoor indien. Artikel 43(5) van die SASW, vereis dat skole teen 30 Junie van elke jaar 'n afskrif van hul stel geouditeerde finansiële state vir die vorige boekjaar (vir die aandag van die betrokke distriksdirekteur) voorlê.
- 7.3 Fondse sal slegs aan 'n skool oorbetaal word indien die distrikskantoor dit as finansiëel sterk sertifiseer, gebaseer op die finansiële bedrywighede van vorige kwartale. **Voorts, indien 'n skool nie voor of aan die einde van die boekjaar as finansiëel sterk gesertifiseer word nie, kan die skool sy N&S-befondsing verbeur.**

## 8. Verdere voorwaardes

- 8.1 Die beheerliggaam moet behoorlike beheer oor inkomste en besteding uitoefen soos uiteengesit in die *Handleiding: Basiese Finansiële Stelsel vir Skole, uitgereik deur die Departementshoof ingevolge Artikel 38(1) van die SASW*. Indien die lede van die beheerliggaam nie oor die nodige kundigheid beskik om hierdie funksie uit te voer nie, moet hulle iemand koöpteer wat hulle kan help.
- 8.2 Alle skoolfondse afkomstig van die staatstoewysing sowel as eie inkomste, moet aangewend word vir doeleindes wat direk met onderwys verband hou, soos bepaal in artikel 37(6) van die SASW, insluitend vir die aankoop van LOOM. Ingevolge WKOD-beleid mag handboeke en leesboeke nie gefotokopieer word nie aangesien dit neerkom op skending van die Wet op Outeursreg, 1978 (Wet 98 van 1978).
- 8.3 Die WKOD het die reg om skoolfondsrekords te ondersoek en op te tree teen enige lid van die personeel of beheerliggaam indien hy of sy betrokke is by die wanadministrasie van skoolfondse. Daarom moet skole alle bewyse van inkomste en uitgawes vir hierdie doel bewaar.

## 9. Aansoek om artikel-21-status

Aansoeke om te verander van nie-artikel 21-status na artikel 21-status moet op die aangehegte aansoekvorm (Bylae C) via die distrikskantoor ingedien word om Hoofkantoor voor 23 Februarie 2018 te bereik. Suksesvolle skole sal eers vanaf die aanvang van die daaropvolgende boekjaar artikel 21-status ontvang, d.w.s. met ingang van 01 April 2018.

**Laat aansoeke sal daartoe lei dat artikel 21-status eers vanaf April 2019 toegeken word.**

10. **2017/18 toewysing**

**Die fondse wat ooreenkomstig Omsendbrief 0042/2016 aan skole toegewys is, moet voor 31 Maart 2018 deur skole bestee word.**

11. **Kontaknommers vir navrae**

<b>Onderwerp</b>	<b>Naam</b>	<b>Telefoonnr.</b>
Sesmaandelikse WKOD 043-verslae en geouditeerde boekjaarstate	Distrikskantoor- Adjunkdirekteur: Korporatiewe Dienste	Toepaslike distrikskantoor
Indien van WKOD 032 (Klassifisering van N&S-toewysing) en aanlyn handboek- (KABV) bestellingsnavrae	Me P Phillips	021 467 2326
Aankoop van LOOM (WKOD 034), plaaslike aankope (WKOD 026) via SOBIS en aanlyn handboek- (KABV) bestellingsnavrae	Mnr B le Keur Mnr B Stoffels	021 467 2094 021 467 2345
Oordragbetalings aan skole (N&S- toewysings)	Me M Paulsen	021 467 2271
Noodherstelwerk	Mnr N Sutcliffe	021 467 2568
eLeer EDULIS-koördineerder: Skoolbiblioteekdienste	Mnr C Walker Mnr T Cloete	021 467 2351 021 957 9626
Algemene navrae: Norme en standaarde (oordragbetalings uitgesluit)	Mnr L Sangqu Me A Bakubaku Mnr L van Wyk Faks:	021 467 2608 021 467 2041 021 467 2658 086 731 8900

**GETEKEN:** BK SCHREUDER

**HOOF: ONDERWYS**

**DATUM:** 2017-09-15



**PROCEDURES FOR THE ACQUISITION OF GOODS AND SERVICES**

**1. To which schools do these procedures apply?**

All non-section 21 schools

**2. Through which office must you work?**

All non-section 21 schools must order via:

LTSM Order Office  
15<sup>th</sup> Floor  
Golden Acre Building  
Adderley Street  
Cape Town  
8001

Tel. no.: 021 467 2552      Fax: 086 763 3377 or 021 467 2612  
Email: [LTSM@westerncape.gov.za](mailto:LTSM@westerncape.gov.za)

Hereafter, this office will be referred to as *the order office*.

**3. What must you do?**

3.1 Divide your allocation into the required categories by completing and submitting the **WCED 032** forms electronically, and the originals, as indicated in paragraph 3.1 of the Circular by no later than 28 March 2018.

3.2 **Requisition learning and teaching support material (LTSM)** by accessing the online ordering system which will be made available for a limited period on CEMIS. Schools will be informed in good time via circulars of the relevant periods when the system can be accessed. Where required schools may be requested, besides ordering online, to submit **WCED 034** forms (signed and school stamped) to the order office for purchases for the start of the 2019 school year. Should your school not use its budget allowance for LTSM acquisitions, a nil return must be submitted. Should the school use less than the prescribed amount for LTSM, a copy of the governing body's decision and the circuit manager's letter of support must accompany the WCED 032 form as a motivation.

3.3 **Requisition local purchases** by accessing the online ordering system which will be made available for limited periods on CEMIS. Schools will be informed in

good time via circulars of the relevant periods when the system can be accessed. Only items that are on the catalogues will be available to order electronically. Where items are not available online, e.g. copy paper and printer cartridges schools are required to submit an original **WCED 026 form** (signed and school stamped) **to the order office.**

Schools must ensure that each item requested on the WCED 026 form is clearly specified, that is, the description of the items must include physical dimensions such as size (e.g. height, width, length), quantity (e.g. number of items per box), etc. According to the procurement policy the Western Cape Education Department (WCED) cannot advertise for a specific brand unless that specific brand is required to fulfil the warranty requirements of equipment items. In all other instances the WCED will strive to supply items equal to the quality requested by schools.

- 3.4 The value of the items on the WCED 034 and WCED 026 forms may not exceed the allocations on the WCED 032 form. The WCED 032 form must be submitted to Head Office before **Friday, 28 March 2018.**
- 3.5 The attached WCED 032 form must be completed **electronically** and sent to email address **Wced-032@westerncape.gov.za**

Schools with email facilities must follow the procedure below:

- Save the WCED 032 after opening the attachment.
- Complete the form electronically.
- Save and send it, as an attachment to an email, to the above email address.

All schools must still send the **original**, signed WCED 032 forms to Head Office at the following address:

Head: Education  
For attention: Ms P Phillips  
Directorate: Institutional Resource Support  
Western Cape Education Department

Private Bag X9114  
Cape Town  
8000

(Tel. no. 021 467 2326 / 2552)

or hand-deliver to the LTSM Order Office, 15<sup>th</sup> floor, Golden Acre Building, Adderley Street, Cape Town

- A **copy** of the completed WCED 032 form must be retained by the school.

- 3.6 If there are problems with deliveries from overseas, suppliers must apply to the order office for approval of a later delivery date.

#### **4. What is meant by learning and teaching support material (LTSM)?**

- (i) The Department of Education (DoE) defines LTSM as any material that supports and facilitates teaching and learning directly in the classroom or at home (homework), including the following:
- Textbooks, readers, reference books, prescribed works, atlases and dictionaries
  - Workbooks
  - Posters, maps and wall charts
  - Educational board games
  - Library material (fiction and non-fiction), reference books, posters, and recordings on videos, DVDs, audio cassettes, CDs, CD-ROMs, multi-media, etc.
  - Computer software and licensing
  - Resource material for educators, learners, classroom and library

All schools must use at least 30% of their N&S allocations for LTSM, 10% of which should be for library material. Should less than this be used, the principal, the chairperson of the governing body and the circuit manager must confirm on the WCED 032 that every learner will be in possession of sufficient, appropriate LTSM (including a textbook for each learning area or subject and, in the case of library material, a total number of library items constituting the minimum international standard of 10 items per learner), and provide a motivation in the appropriate column. In terms of WCED policy, no textbooks and readers may be photocopied, as this would constitute an infringement of the Copyright Act, 1978 (Act 98 of 1978).

- (ii) Local Purchases includes stationery and cleaning material.

#### **5. What does the WCED do once the forms have been received from you?**

The WCED 032 form will be checked to determine whether the division of the allocation is realistic for the period concerned. In particular, it will be determined whether sufficient funds have been allocated for municipal services. Should insufficient funds have been allocated, the division of funds will be adjusted in consultation with the school. To prevent delays in the process, the WCED 032 form must be completed very carefully.

## 6. How are deliveries monitored?

Schools are informed when an order is awarded to a supplier, with an indication of the supplier's details, items which stand to be delivered as well as the expected delivery date. The principal must ensure that the chosen supplier delivers the LTSM within the delivery period. Should textbooks not have been received by this date, the principal must inform the order office without delay. Suppliers are encouraged to limit deliveries to one delivery per order. However, where partial deliveries are made a delivery note must be presented with each delivery, to be certified by the school.

Principals or the officials authorised to accept LTSM delivered to the school, must certify on each page of the delivery note or invoice that the delivery is correct. The certified document must be submitted to the order office within five days after the final delivery has been completed. Before the invoices are certified as correct, the items delivered must be checked against the items listed on the confirmed order documents to ensure that only items that were ordered are delivered. **Invoices for any deliveries must not be kept at the school until the rest of the order has been delivered, but should be submitted for payment immediately.** Should the supplier not have delivered all the items by the specified delivery date, the principal may request the order office in writing to cancel the order for the outstanding items, and inform the supplier accordingly.

The form: Specimen signatures must be submitted to the order office to confirm the names of officials authorised to receive LTSM on behalf of the school in the relevant financial year. Only invoices authorised by the principal or the approved officials will be processed for payment (see paragraph 8 below).

## 7. What about maintenance of and repairs to buildings and equipment?

The expenditure for the maintenance and servicing (also maintenance contracts) of photocopiers, risographs, typewriters, sewing machines, lathes, school furniture for learners and educators, etc. must be budgeted for in the annual allocation on the WCED 032 form under the budget item *Maintenance and Repair of Buildings and Equipment*. The school will be responsible for payment for these services and must ensure that it gets value for its money.

## 8. How is payment made for goods delivered?

The official authorised to receive LTSM at the school must certify the invoices as prescribed in Circular 0144/1998 of 05 November 1998. This circular is available on the WCED website. **Schools must ensure that they purchase stamps which reproduce the wording on the examples below.**

<p><b>GOODS</b> I hereby certify that</p> <ul style="list-style-type: none"> <li>• the supplies were required for official purposes and for an approved service;</li> <li>• the supplies were received on ..... in the correct quantity and in good condition;</li> <li>• the receipt of the supplies has been entered in the records;</li> <li>• the rates are in accordance with a contract/are fair and reasonable; and</li> <li>• the supplier is entitled to payment.</li> </ul> <p>..... <b>SIGNATURE OF PRINCIPAL OR AUTHORISED MEMBER OF STAFF</b></p> <p>..... <b>NAME IN PRINT</b></p> <p>..... <b>DATE</b></p>	<p><b>SERVICES</b> I hereby certify that</p> <ul style="list-style-type: none"> <li>• the services rendered were necessary for official purposes; the services were satisfactorily carried out on .....</li> <li>• the charges are according to the relative tariff, contract or agreement/are fair and reasonable; and</li> <li>• the supplier is entitled to payment.</li> </ul> <p>..... <b>SIGNATURE OF PRINCIPAL OR AUTHORISED MEMBER OF STAFF</b></p> <p>..... <b>NAME IN PRINT</b></p> <p>..... <b>DATE</b></p>
---	--

The form: Specimen signatures must be submitted to the order office to confirm the names of officials authorised to receive LTSM on behalf of the school in the relevant financial year. Only invoices authorised by the principal or the approved officials will be processed for payment.

**The certified proof of delivery/invoices, reflecting the above stamps and the school stamp, must be submitted to the order office within five days of receipt so that payment can be processed.**

**9. What happens if the school exceeds its allocation?**

Although the WCED manages the allocation, it is the school's responsibility to ensure that the amount available is not exceeded.

Schools do not need to complete this form (A1) if requisitions are advertised on the Integrated Procurement System (IPS)

NAME OF SCHOOL: .....

**DECLARATION OF CONFIDENTIALITY AND IMPARTIALITY**

- 1. I, the undersigned, hereby declare in respect of requisition no:..... that
- 1.1 all information, documentation and decisions regarding any matter before the sub-committee are confidential and I undertake not to make known anything in this regard;
- 1.2 I will treat all providers and potential providers equitably and will not purposefully favour or prejudice anybody; and
- 1.3 I will make known details of any private or business interest which I, or any official, close family member, partner or associate may have in any proposed procurement or disposal process, or in any award or contract, and that I will immediately withdraw from participating in any manner whatsoever should this be the case.

2. *In order to give effect to the above, the following questionnaire must be completed and submitted by the committee member in respect of this quotation.*

2.1 *Are you, or any person involved with the evaluation and/or adjudication of this quotation connected with the bidder by virtue of any relationship (family, friend, other)?* **YES / NO**

2.2 *If so, state particulars:*  
 .....  
 .....

2.3 *Are you aware of any relationship (family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and/or adjudication of this quotation?* **YES / NO**

2.4 *If so, state particulars:*  
 .....  
 .....

2.5 *Is it necessary for you or any person involved with the evaluation and/or adjudication of this quotation, to withdraw from participating in any manner whatsoever in the process relating to this quotation?* **YES / NO**

**DECLARATION**

*I, THE UNDERSIGNED (NAME) ....., CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.5 ABOVE IS CORRECT. I ACCEPT THAT THE HEAD OF EDUCATION MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.*

.....  
 Committee Member/Staff Member Date

.....  
 Chairperson Date

Schools do not need to complete this form (A2) if requisitions are advertised on the Integrated Procurement System (IPS)

**LIST OF DIRECTORS AND/OR SHAREHOLDERS OF THE FIRM PROVIDING THE ATTACHED QUOTATION WHO ARE EMPLOYEES OF THE WESTERN CAPE EDUCATION DEPARTMENT OR ANOTHER PROVINCIAL OR NATIONAL DEPARTMENT**

**SERVICES AND GOODS**

**THIS FORM MUST BE ATTACHED TO EACH QUOTATION ISSUED**

I/We hereby declare that the following persons who are directors and/or shareholders of the firm providing the attached quotation are employees of the Western Cape Education Department or another provincial or national department:

Name	ID number	Position occupied and where (employer)	PERSAL number	Percentage of business/enterprise owned

**OR**

I/We declare that no person in the employment of the Western Cape Education Department or another provincial or national department is a director and/or shareholder of

.....  
(Name of firm providing the attached quotation)

Full name(s)	Position(s) held in firm submitting quotation	Signature(s)

FIRM'S ADDRESS:

.....

..... DATE: .....

Schools do not need to complete this form (A3) if requisitions are advertised on the Integrated Procurement System (IPS)

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying quotation,

.....  
(Quotation number and description)

in response to the invitation for the bid made by

.....  
(Name of school)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify the following, on behalf of

.....  
(Name of bidder)

1. I have read and understand the contents of this certificate.
2. I understand that the accompanying bid will be disqualified if this certificate is found not to be true and complete in every respect.
3. I am authorised by the bidder to sign this certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of the bid and to sign the bid on behalf of the bidder.
5. For the purposes of this certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who—
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.



6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium\* will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding—
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been and will not be disclosed by the bidder, directly or indirectly, to any competitor prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act 89 of 1998) and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004) or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

\* “Joint venture” or “consortium” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SAVINGS ON MUNICIPAL SERVICES****ELECTRICITY**

- (i) Outside lights must be switched off during the day.
- (ii) Only when natural light is inadequate should classroom lights be switched on during the day.
- (iii) Only the security lights and lights of corner classrooms must be switched on at night.
- (iv) During weekends and school holidays, the above-mentioned lights (see (iii)) must be switched on at night and switched off in the morning.
- (v) The installation of pre-paid electricity meters must be considered as schools will be able to exercise better control over their use of and spending on electricity. Eskom and most other municipalities have indicated that it will be possible for them to install these meters.

**WATER**

- (i) Municipal water restrictions as issued from time to time by local authorities, supersede any other requirements and must, besides any other guidelines, be strictly adhered to.
- (ii) Water sprinklers must be used sparingly and turned off when lawns and flower beds are wet enough. There are service providers that install water restriction meters. Such an option should be considered by schools.
- (iii) The water supply to urinals and taps outside the buildings must be closed at the stopcocks when not required, e.g. after school hours and especially during weekends.
- (iv) Personnel must ensure that all taps are closed properly before they leave the premises.
- (v) Supply pipes and water meters must be checked regularly for leakages and defects. The following procedure must be followed:
  - When the school closes for the day, ensure that all taps are closed and take the meter reading.
  - Take another reading in the morning before any taps are opened.
  - Compare the readings and, if they differ, take the following steps:
    - When the school closes the next day, close the stopcocks and take a meter reading.
    - Take a reading the next morning before the stopcocks are opened.
    - If there is still a difference between the readings, it indicates that the water meter is defective or that there is a pipe leakage.
    - Make arrangements immediately to have the defective water meter and/or pipe repaired.

**REFUSE REMOVAL**

Monitor the number of refuse bins used. Local authorities normally levy a tariff per bin. It is therefore important to use as few refuse bins as possible. Consideration could also be given to appointing a private contractor to remove the school's refuse.

**The Chairperson of the Governing Body:**

Surname & Initials: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax no.: \_\_\_\_\_

Tel no.: \_\_\_\_\_

Date: \_\_\_\_\_

The Director

For attention: The Deputy Director: Corporate Services

District Office: \_\_\_\_\_

**APPLICATION FOR SECTION 21 STATUS AS FROM 01 APRIL 2018**

**EMIS NUMBER:** \_\_\_\_\_ **EDUCATION DISTRICT:** \_\_\_\_\_

**NAME OF INSTITUTION:** \_\_\_\_\_ **CIRCUIT:** \_\_\_\_\_

1. In terms of section 21(1) of the South African Schools Act, 1996 (Act 84 of 1996), as amended, the governing body has decided, at a properly constituted meeting held on \_\_\_\_\_, to apply for the functions as set out in the above- mentioned section.

2. The following documents, as required, are attached (marked with an X):

	<b>Certificate of sound financial management (2016)</b>
	<b>Copy of governing body minutes</b> (approval of section 21 status application)
	<b>Audited financial statements (2016)</b>
	<b>Bank reconciliation</b> (latest available) with bank statement
	<b>Budget (2018)</b>
	<b>Municipal Services</b> (budgeted and actual for 2017)

3. Details of our auditor:

Initials and surname: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone no.: (code) \_\_\_\_\_ Fax no.: \_\_\_\_\_

\_\_\_\_\_  
GOVERNING BODY: **CHAIRPERSON**

\_\_\_\_\_  
GOVERNING BODY: **TREASURER**

\_\_\_\_\_  
**PRINCIPAL**

**FOR DISTRICT USE ONLY**

	Recommendation of the Deputy Director: Corporate Services
	Recommendation of the Circuit Manager



Western Cape  
Government

Education

WKOD 026  
WCED 026

NO. ....

**REKWISISIE VIR VOORRADE EN ANDER BENODIGDHEDE /  
REQUISITION FOR STORES AND OTHER REQUIREMENTS**

**2018/19 FINANSIËLE JAAR / 2018/19 FINANCIAL YEAR**

*Voltooi in TWEEVOUD: Behou een afskrif en stuur oorspronklike aan bestelkantoor. /  
Complete in DUPLICATE: Retain one copy and send original to order office.*

NAAM VAN SKOOL: .....  
NAME OF SCHOOL: .....  
SKOOLKODE: .....  
SCHOOL CODE: .....  
STRAATADRES: .....  
STREET ADDRESS: .....

.....  
.....  
.....

DISTRIKSKANTOOR /  
DISTRICT OFFICE: .....

KRING / CIRCUIT: .....

SKOOL STEMPEL  
SCHOOL STAMP

Begroting vir hierdie  
bestelling / Budget for  
this order

**R**

KORT BESKRYWING VAN ITEM / BRIEF DESCRIPTION OF ITEM	CODE / REFERENCE KODE / VERWYSING	EENHEDE / UNITS

.....  
HANDTEKENING VAN PRINSIPAAL  
SIGNATURE OF PRINCIPAL

.....  
NAAM IN DRUKSKRIF  
NAME IN PRINT

.....  
DATUM:  
DATE:

.....  
VOORSITTER VAN SUBKOMITEE  
CHAIRPERSON OF SUBCOMMITTEE

.....  
NAAM IN DRUKSKRIF  
NAME IN PRINT

.....  
DATUM:  
DATE



OBIS-NR.:  
EMIS NO.: .....  
DISTRKSKANTOOR / DISTRICT OFFICE:  
.....  
KRING / CIRCUIT: .....

NAAM VAN SKOOL:  
NAME OF SCHOOL: .....  
STRAATADRES:  
STREET ADDRESS:  
.....  
.....  
.....

Aan: / To:  
Hoof: Onderwys / Head: Education  
Privaatsak X9114 / Private Bag X9114  
KAAPSTAD / CAPE TOWN  
8000

Vir aandag: Me P Phillips (Hoofkantoor)  
For attention: Ms P Phillips (Head Office)

Voltooi in TWEEVOUD: Stuur oorspronklike aan bestelkantoor. Behou een afskrif.

Complete in DUPLICATE: Send original to order office. Retain one copy.

Bedrag van toewysing vir <b>2018</b> / Amount of allocation for <b>2018</b>	R
LOOM / LTSM Totale bedrag vir leer- en onderrigondersteuningsmateriaal (WKOD-034): 30% van toewysing – insluitend biblioteekmateriaal (10%) / Total amount for learning & teaching support material (WCED 034): 30% of allocation – including library material (10%)	R
Totale bedrag vir plaaslike aankope (verbruikbare items) (WKOD-026): 20% van toewysing / Total amount for local purchases (consumable items) (WCED 026): 20% of allocation	R
Is die volle geormerkte persentasie van die 2018/19 toewysing aangewend vir LOOM? Indien NEE, verskaf redes hieronder / Has the total earmarked percentage of the 2018/19 allocation been used for LTSM? If NO, give reasons below: ..... .....	JA / NEE YES / NO
TOTAAL / TOTAL	R
25% VIR UITGAWES T.O.V. MUNISIPALE DIENSTE / 25% FOR EXPENDITURE I.R.O. MUNICIPAL SERVICES Skole mag 'n groter persentasie toewys indien uitgawetendense dit noodsaak. Schools may budget a larger percentage if expenditure trends necessitate this.	R
TOTAAL / TOTAL	R
25% AAN HERSTEL EN INSTANDHOUDING VAN GEBOUE EN TOERUSTING / 25% FOR REPAIR AND MAINTENANCE OF BUILDINGS AND EQUIPMENT	R
TOTAAL / TOTAL	R

**Redes vir nie-aanwending van volle geormerkte persentasie vir LOOM (2018/19), insluitend biblioteekmateriaal / Reasons for not using earmarked percentage for LTSM (2018/19), including library material:**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.....  
**HANDTEKENING VAN PRINSIPAAL /  
SIGNATURE OF PRINCIPAL**

.....  
**DATUM / DATE**

.....  
**NAAM IN DRUKSKRIF / NAME IN PRINT**

Ek bevestig hiermee dat ek die skool se LOOM-inventaris, veral met betrekking tot die handboeke en biblioteekmateriaal, nagegaan het en dat ek die skool se besluit om af te wyk van die voorgestelde 30% van die LOOM-toewysing ondersteun. / I hereby confirm that I have reviewed the school's LTSM inventory, particularly with regard to textbooks and library material, and that I support the school's decision to deviate from the recommended 30% allocation for LTSM.

.....  
**HANDTEKENING VAN KRINGBESTUURDER /  
SIGNATURE OF CIRCUIT MANAGER**

.....  
**DATUM / DATE**

.....  
**NAAM IN DRUKSKRIF / NAME IN PRINT**

'n Afskrif van die beheerliggaam se besluit om van die aanbevole persentasies af te wyk, moet hierdie vorm vergesel (kyk paragraaf 3.2 in Bylae A). / A copy of the governing body's decision to deviate from the recommended percentages must accompany this form (see paragraph 3.2 in Annexure A).

.....  
**HANDTEKENING VAN VOORSITTER VAN BEHEERLIGGAAM /  
SIGNATURE OF CHAIRPERSON OF GOVERNING BODY**

.....  
**DATUM / DATE**

.....  
**NAAM IN DRUKSKRIF / NAME IN PRINT**



**Western Cape  
Government**

Education

**REQUISITION FOR LTSM 2018/19  
REKWISISIE VIR LOOM 2018/19**

**WCED 034  
WKOD 034**

Complete in DUPLICATE: Retain one copy and send original to the order office. NB Also send a copy to the Order Office at:  
[ltsm@westerncape.gov.za](mailto:ltsm@westerncape.gov.za) or Fax: 086 763 3377 / 021 467 2612

Voltooi in TWEEVOUD: Behou een afskrif en stuur oorspronklike na die bestelkantoor. Nb: Stuur ook 'n afskrif na die Bestelkantoor by [ltsm@westerncape.gov.za](mailto:ltsm@westerncape.gov.za)  
of Faks: 086 763 3377 / 021 467 2612

<b>Name and delivery address of school:</b> Naam en afleveringsadres van skool:	<b>Name(s) of official(s), beside the principal, authorised to receive items on behalf of the school:</b> Name van beampte(s), buiten die prinsipaal, wat gemagtig is om items namens die skool te ontvang:
Tel / Fax.: .....	(i) ..... (ii) .....
	EMIS no. / OBIS-nr: .....

PARTICULARS OF SUBJECTS / BESONDERHEDE VAN VAKKE					
Grade / Graad	Enrolment / Inskrywing	ISBN (where applicable) (waar van toepassing)	Title / Titel	Publisher / Uitgewer	Quantity / Getal

<b>Completed by / Voltooi deur:</b>	SCHOOL STAMP / SKOOL STEMPEL	<b>TOTAL / TOTAAL</b> Budget for this order / Begroting vir hierdie bestelling
<b>Signature / Handtekening:</b>		R
FOR COMPLETION BY THE PRINCIPAL & CHAIRPERSON OF SUBCOMMITTEE / VIR VOLTOOIING DEUR DIE PRINSIPAAL & VOORSITTER VAN SUBKOMITEE		

I hereby certify that the above information (learner totals / item quantities / ISBN no's, etc.) regarding the needs of the school is correct. /  
 Ek sertifiseer hiermee dat die inligting (leerdertalle / aantal items / ISBN no's, ens.) in bovermelde verband korrek is.

Principal's signature / Handtekening van Prinsipaal: ..... Name in print / Naam in drukskrif: ..... Date / Datum:.....

Signature of Chairperson of Subcommittee / Handtekening van Voorsitter van subkomitee: ..... Name in print / Naam in drukskrif: ..... Date / Datum: .....



**Western Cape  
Government**

Education

**REQUISITION FOR LIBRARY MATERIAL 2018/19  
REKWISISIE VIR BIBLIOTEEK MATERIAAL 2018/19**

**WCED 034  
WKOD 034**

Complete in DUPLICATE: Retain one copy and send original to the order office. NB Also send a copy to the Order Office at: [ltsm@westerncape.gov.za](mailto:ltsm@westerncape.gov.za) or Fax: 086 763 3377 / 021 467 2612

Voltooi in TWEEVOUD: Behou een afskrif en stuur oorspronklike na die bestelkantoor. Nb: Stuur ook 'n afskrif na Bestelkantoor by [ltsm@westerncape.gov.za](mailto:ltsm@westerncape.gov.za) of Faks: 086 763 3377 / 021 467 2612

<b>Name and delivery address of school:</b> Naam en afleweringadres van skool:	<b>Name(s) of official(s) beside the principal, authorised to receive items on behalf of the school: Name van beampte(s), buiten die prinsipaal, wat gemagtig is om items namens die skool te ontvang:</b>
	(i) ..... (ii) ..... EMIS no. / OBID-nr: .....
Tel / Fax.: .....	

PARTICULARS OF SUBJECTS / BESONDERHEDE VAN VAKKE					
Grade / Graad	Enrolment / Inskrywing	ISBN (where applicable)	Title / Titel	Publisher/ Uitgewer	Quantity / Getal

<b>Completed by / Voltooi deur:</b>  <b>Signature / Handtekening:</b>	SCHOOL STAMP / SKOOL STEMPEL	<b>TOTAL / TOTAAL</b> Budget for this order / Begroting vir hierdie bestelling
		R

I hereby certify that the above information (learner totals / item quantities / ISBN no's, etc.) regarding the needs of the school is correct. / Ek sertifiseer hiermee dat die inligting (leerdertalle / aantal items / ISBN no's, ens.) in bovermelde verband korrek is.

<b>Principal's signature / Handtekening van Prinsipaal:</b> .....	<b>Name in print / Naam in drukskrif:</b> .....	<b>Date / Datum:</b> .....
<b>Signature of Chairperson of Subcommittee / Handtekening van Voorsitter van Subkomitee:</b> .....	<b>Name in print / Naam in drukskrif:</b> .....	<b>Date / Datum:</b> .....



**SPECIMEN SIGNATURES OF OFFICIALS AUTHORISED TO RECEIVE GOODS  
(LTSM & LOCAL PURCHASES) ON BEHALF OF THE SCHOOL**

Name of school: .....

EMIS no.: .....

**DETAILS OF OFFICIALS AUTHORISED TO RECEIVE LTSM DELIVERED AT THE SCHOOL  
DURING 2018/19:**

Surname & first name(s): .....
.....
Designation: .....
.....
Persal number: .....
.....
Signature: .....
.....

Surname & first name(s): .....
.....
Designation: .....
.....
Persal number: .....
.....
Signature: .....
.....

Surname & first name(s): .....
.....
Designation: .....
.....
Persal number: .....
.....
Signature: .....
.....

<p><b><u>The information is certified as correct</u></b></p> <p><b>Payments should be made only i.r.o. invoices CERTIFIED by the principal or one of the above authorised officials</b></p>	<p><b>School stamp</b></p>
.....	
.....	
<b>Signature of Principal</b> .....	<b>Date</b> .....
<b>Name:</b> .....	<b>Persal no.:</b> .....
.....	.....