



Verwysing: 20180829-5808
Lêernommer: 5/P
Navrae: H Barnes

Omsendbrief: 0033/2018
Vervaldatum: Geen

Aan: Adjunk-direkteurs-generaal, Hoofdirekteure, Direkteure, Adjunkdirekteure, en Hoofde van subdirektorate en afdelings (Hoofkantoor en distrikskantore)

Kort opsomming: *Riglyne vir die plasing, verskuiwing en afskryf van meubels en toerusting.*

Onderwerp: Voorraadbeheer by Hoofkantoor en distrikskantore

1. Hierdie omsendbrief is hersien en herroep Omsendbrief: 0040/2007 in sy geheel.
2. Ingevolge artikel 38(1)(d) van die Wet op Openbare Finansiële Bestuur, (WOFB), 1999 (Wet 1 van 1999), moet elke bestuurder 'n stelsel in plek hê vir die beheer en beveiliging van bates. Die Hoof van die Departement moet ook 'n bateregister hê wat die presiese ligging van sodanige bates aandui. 'n Volledige rekord moet gehou word van alle A-klas verrekenbare items (bv. tafels, stoele, rekenaars, faksmasjiene en ander arbeidsbesparende toestelle) wat in die besit van die Wes-Kaap Onderwysdepartement (WKOD) is.
3. Na afloop van die onlangse voorraadopname, is 'n inventaris van al die items (meubels en toerusting) wat aan elke amptenaar toegeken is, deur die betrokke amptenaar onderteken en agter die deur van elke ligging waarvoor hulle verantwoordelik is, geplaas. Die items moet dus daar wees wanneer die ouditeur-generaal die bateregister oudit.
4. In Omsendbriewe [0028/2005](#) en [0041/2005](#), gedateer 23 Mei 2005 en 17 Augustus 2005 onderskeidelik, is amptenare versoek om geen bates tussen kantore te verskuif sonder om die Direktoraat: Verkrygingsbestuur van sodanige verskuiwings in kennis te stel nie. 'n Verskuiwingsvorm moet vir hierdie doel voltooi word.
5. Gedurende die voorraadopname vir 2017/18 en die voorlegging van die bateregister vir ouditering, is opgemerk dat verantwoordelikebestuurders dikwels nie voldoen het aan die maatreëls wat in die bogenoemde omsendbriewe uiteengesit is nie, aangesien voorraaditems sonder die voorlegging van verskuiwingsvorms verskuif is.

6. Alle verantwoordelikhedsbestuurders word weereens versoek om die volgende prosedures streng na te kom:
 - 6.1 Geen item mag uit 'n ligging verskuif word tensy 'n verskuiwingsvorm (Bylae A) voltooi en goedgekeur is nie.
 - 6.2 Enige item wat gesteel of vermis raak, moet ingevolge die verliesbeheerprosedure, dadelik by die departementele verliesbeheerbeampte asook die batebestuureenheid aangemeld word sodat die bateregister bygewerk kan word.
 - 6.3 Indien daar 'n tekort aan enige item is of enige item oortollig/beskadig is, moet die betrokke batebestuurafdeling, deur middel van 'n surplusse/tekorte vorm (Bylae B), in kennis gestel word. Die batebeheerbeampte(s) sal dan die nodige prosedures volg en die behoorlik voltooide en ondertekende vorm aan die batebestuursafdeling (vir die aandag van mnr HG Barnes) by Hoofkantoor voorsien. Geen ondiensbare/onbenutte item(s) mag in die gang of naby hysbakke gelaat word nie. In sodanige gevalle moet kennis van die oortollige items per rekwisisie gegee word, vergesel van 'n voltooide PGWC 002-vorm, sodat die betrokke item(s) verwyder kan word.
 - 6.4 Die batebestuureenheid moet ook van alle aankope, geskenke en verskuiwings in kennis gestel word om te verseker dat die bateregisters deurlopend bygewerk word.
 - 6.5 Indien enige nuwe toerusting direk by 'n kantoor deur 'n verskaffer afgelewer word, byvoorbeeld, rekenaars (tafel- of skootrekenaar) of meubels, moet dit dadelik by die batebestuureenheid aangemeld word, waarna die eenheid sal reël vir die merk en aanbring van staafkodes op die items en die bateregister dienooreenkomstig bywerk. Vir tafelrekenaars, moet aangedui word wie die gebruiker sal wees, die rekenaar se presiese ligging asook die toepaslike reeksnommer. Dit is die taak van die amptenare om met die Sentrum vir e-Innovasie te reël om die rekenaars te installeer. Indien 'n bestaande rekenaar vervang word, moet die besonderhede van die vervangde rekenaar voorsien word en die afskryf daarvan aangevra word deur van 'n Log 1-rekwisisievorm gebruik te maak. Al hierdie inligting word benodig om die bateregister by te werk.
 - 6.6 Indien 'n staafkode-etiket van enige item los of verlore raak, moet dit dadelik by die batebestuureenheid aangemeld word wat dan sal help om die etiket weer aan te heg of te vervang.
7. Verantwoordelikhedsbestuurders word ook versoek om 'n amptenaar aan te stel (een vir elke direktoraat of distrikskantoor) wie se posbeskrywing die take van 'n batebeheerder vir die betrokke direktoraat of distrikskantoor moet insluit ('n posbeskrywing vir 'n batebeheerder is hierby aangeheg as Bylae C). Elke verantwoordelikhedsbestuurder sal versoek word om die naam van die persoon wat aangestel is, aan mnr A Betz by die volgende adres te stuur:

Kamer 620, 6de Vloer

Grand Central Towers
Kaapstad

8. Dit is die voorneme dat die instruksies vervat in hierdie omsendbrief te alle tye nagekom word in 'n gees van wedersydse samewerking.
9. Navrae rakende die inhoud van hierdie omsendbrief kan aan die volgende amptenare gerig word:
Mnr A Betz tel. 021 467 2805
Mnr H Barnes tel. 021 467 2049
10. Verantwoordelikhedsbestuurders word versoek om alle personeel van die inhoud van hierdie omsendbrief in kennis te stel.

GETEKEN: BK SCHREUDER

HOOF: ONDERWYS

DATUM: 2018-09-10



Asset Movement Form

I, hereby certify that I have moved the assets reflected on the inventory of the following Cost Centre: _____

Table with 3 columns: Description of asset, Barcode No., Serial No.

From: Room no.: _____ Room barcode: _____ Floor: _____ Building: _____

To: Room no.: _____ Room barcode: _____ Floor: _____ Building: _____

(a) Custodian (person handing over/directly in control of asset(s)):

Signature _____ Name _____ Designation (Rank) _____ Date _____

Asset controller (person responsible for asset management function):

Signature _____ Name _____ Designation (Rank) _____ Date _____

Responsibility manager/delegated official:

Signature _____ Name _____ Designation (Rank) _____ Date _____

(b) Custodian (person receiving/directly in control of asset(s)):

Signature _____ Name _____ Designation (Rank) _____ Date _____

Asset controller (person responsible for asset management function):

Signature _____ Name _____ Designation (Rank) _____ Date _____

Responsibility manager/delegated official:

Signature _____ Name _____ Designation (Rank) _____ Date _____

(c) Asset management official:

Signature _____ Name _____ Designation (Rank) _____ Date _____



Reporting of Surpluses/Shortages

A. **Inventory Controller (person responsible for asset management function/directly in control of item)**

I, the undersigned, would hereby like to apply for the rectification of the following items as reflected on inventory number: _____

Table with 5 columns: Barcode No., Description of asset, Quantity, Reason, Balance Adjustment No.

Signature Name Designation (Rank) Date

B. **Chief User (Responsibility Manager)** Document No.: _____

Complete documentation with regard to the investigation and findings on the items implicated has been attached hereto.

Signature Name Designation (Rank) Date

C. **Senior Stores Official (person in charge of asset management)**

I agree/do not agree with the application and approve/do not approve the necessary transferal(s) to the discrepancies account.

Signature Name Designation (Rank) Date

TO BE COMPLETED BY LOGIS USERS ONLY

D. Inventory/Miscellaneous Clerk (LOGIS Clerk)

System transfers have been done as per the attached LOG 4. New inventory reports have also been printed and signed.

Signature Name Designation (Rank) Date

E. Official Verifier (authoriser on LOGIS)

The transaction has been performed successfully according to prescripts.

Signature Name Designation (Rank) Date

(Reason codes: 01 - Surplus; 02 - Shortage)



JOB DESCRIPTION: ASSET CONTROLLER

1. Before signing the asset register, you must be satisfied that the items noted on it correspond with the physical equipment.
2. Ensure that your asset register is kept in a safe place as well as behind the door of that specific location.
3. If any doubt exists about the naming of an item, an expert or the Asset Management Unit must be consulted as this cannot be used as an excuse at a later stage when shortages/surpluses are identified on your asset register.
4. You are responsible for the safekeeping of equipment under your direct control (i.e. items on the asset register for which you have acknowledged receipt). When not in use, this equipment must be stored in a manner that will simplify the checking and handling thereof but will also restrict or eliminate the possibility of damage and theft.

Please note that you can be held responsible for any shortages encountered and it is therefore in your own interest to ensure that the storage space for items not in use is kept locked at all times.

5. Ensure the safekeeping of the key, it must be kept in your personal possession at all times and must never be left lying around.
6. Ensure that keys are not handed to other staff members unless the asset register has been handed over as well or a sub-asset controller has been appointed.
7. Where other officials will use equipment reflected on your asset register, you must ensure that proper control is instituted by means of a register (Annexure C-1 & C-2) so that receipts and returns can be recorded. The person to whom the item is issued must personally return the item. You may be held responsible for any shortages/surpluses that you did not immediately report in writing.
8. Regularly check your inventory to ensure that the equipment corresponds with your asset register. Any shortages/surpluses must immediately on discovery thereof be reported in writing to the Asset Manager at Head Office, who will assist you in the matter.
9. Apart from periodically checking the asset register, you are responsible for quarterly stocktaking and must submit a quarterly certificate (copy attached) to the Cost

Centre Manager, on which you indicate that you have personally checked the assets and what the findings were. The Asset Management Unit can assist in this regard.

10. Asset Controller(s) must assist cost centre officials in respect of:
 - 10.1 facilitating the permanent movement of assets between sections;
 - 10.2 following up on any items that were sent for repairs and not yet returned;
 - 10.3 ensuring that assets temporarily used elsewhere are brought to a central point for stock take purposes e.g. field workers; and
 - 10.4 maintaining proper record keeping of all asset movements.
11. You must indicate the following as an addition to the quarterly certificate:
 - 11.1 Any shortages/surpluses as well as the reason therefore.
 - 11.2 Any equipment that cannot be used must be indicated as obsolete (outdated), damaged or redundant.
12. You should safely file copies of all the reports that you submitted during your period as asset controller and which could later count in your favour when a shortage/surplus is discovered.
13. However, before you report a shortage/surplus in writing ascertain whether a data error has not been made on the asset register (with reference to the quantity and description of equipment). If so, take the report to the Asset Management Unit for rectification. If not, the following must be done:
 - 13.1 When a shortage has been discovered, ascertain whether the equipment is not in another office/division of the component.
 - 13.2 When a surplus has been discovered, ascertain whether the equipment does not belong to another office/section.
14. Should you be absent from duty for a considerable period of time, be transferred/seconded to another section or no longer be able to exercise control over the equipment on the applicable asset register, you must notify the Cost Centre Manager in writing at least seven days in advance so that another member can be appointed within delegated powers to take over from you. You must file a copy of the aforementioned notification and appointment, and ensure that a handing over certificate (Z584) is completed and signed.

15. You may delegate your responsibility to as many Sub-Asset Controllers as you deem necessary. Sub-Asset Controllers should be appointed in writing. You can compile sub-asset registers, which must correspond with the main asset register.
16. Ensure that all items under your control are marked in the appropriate manner as instructed in paragraph 10.2.1 of the Western Cape Provincial Treasury Instructions, issued on 01 December 2001 in terms of section 18(2)(a) of the Public Finance Management Act, 1999 (Act 1 of 1999).
17. Ensure that no transfer of items takes place between asset registers without the written approval of the Cost Centre Manager. The Asset Manager at Head Office must be informed accordingly and provided with a copy of the movement form.
18. Ensure that all the assets accounted for on the records are available for stocktaking purposes.
19. Ensure that all locked rooms, cabinet drawers, toolboxes, etc. have been unlocked and subjected to an asset count.
20. In cases where the key to storage places cannot be provided, such a storage place should be unlocked with the help of a locksmith for the account of the person responsible for such a place.

Cognisance has been taken of the contents of the above:

Name (in print):

Signature:

Date:

Persal no.:

Directorate/cost centre:

RESPONSIBILITY MANAGER:

Name (in print):

Signature:

Date: