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Enquiries: JT Solomons

Circular: 0005/2020  
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors (Head Office and district offices) and Chief Education Specialists (Head Office and district offices)

Short summary: *This circular serves to issue the revised Accounting Officer's System and Supply Chain Management Delegations applicable to the Western Cape Education Department.*

**Subject: Revision of the Accounting Officer's System and Supply Chain Management Delegations**

1. This circular serves to issue the revised Accounting Officer's System (AOS) and Supply Chain Management (SCM) Delegations applicable to the Western Cape Education Department (WCED). The WCED's AOS and SCM Delegations are attached and must be implemented with immediate effect.
2. The WCED must adhere to Chapter 16A of the Western Cape Provincial Treasury Instructions (PTIs), issued on 23 September 2019 and effective from 01 October 2019.
3. Paragraph 3.1.1 of Chapter 16A of the PTIs states that *"the accounting officer or accounting authority of an institution to which these Instructions apply must develop, document, maintain and implement an effective and efficient supply chain management system"*.
4. According to section 38(1)(a)(iii) of the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999):
  - (1) *"the accounting officer for a department, trading entity or constitutional institution—*
    - (a) *must ensure that the department, trading entity or constitutional institution has and maintains—*

*(iii) an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost effective;"*.

5. The AOS was developed in line with the aforementioned PTIs and the PFMA and to ensure compliance with the prescripts.
6. The WCED must periodically review the AOS and SCM Delegations to ensure their validity and completeness. On 09 December 2019, the Head of Education approved amendments to the AOS and SCM Delegations.
7. You are therefore requested to ensure that all SCM practitioners adhere to the revised SCM processes in accordance with the aforementioned AOS and SCM Delegations effective immediately. Copies of the revised AOS and SCM Delegations have been attached.
8. Kindly bring the contents of this circular to the attention of all concerned.

**SIGNED:** BK SCHREUDER

**HEAD: EDUCATION**

**DATE:** 2020-01-20