

STANDARD OPERATING PROCEDURE (SOP)

ADMINISTERING OF DONATIONS OF FURNITURE, EQUIPMENT AND OTHER ASSETS (EXCLUDING CASH DONATIONS)

Process Name	1. Administering of Donations of furniture, equipment and other assets (excluding cash donations)		
Process Scope	To administer Donations of furniture, equipment and other assets (excluding cash donations) in the WCED		
Applicable legislation/policy	<ul style="list-style-type: none"> • The Constitution of the Republic of South Africa, Act 108 of 1996, section 217; • Public Finance Management Act (PFMA), 1999 (Act 1 of 1999); • Preferential Procurement Policy Framework Act (PPFA), (Act 5 of 2000); • Preferential Procurement Policy Framework Act Regulations, 2017; • Broad-Based Black Economic Empowerment Act, (Act 53 of 2003); • National Treasury Regulations issued in terms of the PFMA dated March 2005; • Accounting Officer's System of the WCED; • Institutional Instructions; and • Standard Operating Procedures 		
Process Beneficiary	Responsibility Manager (RM)		
Task no.	Task	Sub-Task	Responsibility
Process Name	2. Obtain relevant documents from donor		
2.1	The relevant office receives an offer from a donor.	<ul style="list-style-type: none"> • Ensure that the letter from the donor reflects the following information: <ul style="list-style-type: none"> - Name of donor - Description and quantity of items - Serial no. of items (if applicable) - Value of each item - Condition of items - For what purpose it will be used, where and by whom - Any conditions attach to the acceptance of the donation from the donor's side. 	Administrative Officer from the directorate/District Office/Asset Controller

2.2	Submit request to delegated official.	<ul style="list-style-type: none"> • Compile a memo to the delegated official in which all the above information is given as well as any cost involved in the acceptance of the donation. • Enter particulars concerning the case (name of donor, description of items, serial numbers, value of each item quantity and date of acceptance) in the Donations Register. 	Administrative Officer from the directorate/District Office/Asset Controller
2.3	Barcoding	<ul style="list-style-type: none"> • After approval has been granted, a copy of the memo is supplied to Asset Management at Head Office • The relevant team leader will provide the Database team with a copy of the approved memo to issue barcodes for these items. • Items will now be barcoded by the relevant team leader as per the Barcoding SOP. • After scanning the items, it will be taken up on the Asset Register. • All documents are filed on the official file for record purposes. 	Team leader