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To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors and SCM Champions

Short summary: *Submission of requisitions.*

**Subject: Submission of requisitions**

1. The purpose of this circular is to inform all officials of the Western Cape Education Department (WCED) of the dedicated email address for the submission of requisitions. This dedicated email will improve service delivery in respect of submission of requisitions.
2. The purpose of the dedicated email is to streamline and manage the internal controls more effectively within the Supply Chain Management (SCM) domain. Very often the requisitions are emailed to various SCM officials and this causes problems especially when an SCM official is out of office.
3. The Responsibility Manager will be required to email the requisition to: [WCED.Requisitions@westerncape.gov.za](mailto:WCED.Requisitions@westerncape.gov.za) .
4. Requisitions will, therefore, not be accepted when submitted to various SCM officials.
5. The WCED must comply with the provisions of this circular, the National Treasury Regulations and Instructions, Provincial Treasury Instructions and the Accounting Officer's System regarding the procurement processes.
6. This circular takes effect on 01 July 2022.

7. The contents of this circular must be brought to the attention of all officials in the department.

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2022-06-23