

ADDENDUM 15

STANDARD OPERATING PROCEDURE (SOP)

DISPOSAL OF MOVEABLE ASSETS

Process Name	1. Disposal of moveable assets		
Process Scope	To dispose of moveable assets to the best advantage of the Department.		
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, 2022; • 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 Managers (RM)		
Task no.	Task	Sub-Task	Responsibility
Process Name	2. Approval for the disposal of moveable assets by Disposal Committee		
2.1	The Assistant Director: Asset Management receives requisitions for the disposal of moveable assets from the Responsibility Managers.	<ul style="list-style-type: none"> • Verify that a technical report is attached for IT equipment that is out of warrantee. • Verify that the Responsibility Manager completed the request (Log 1 – form) correctly and signed it properly. • Ensure that a PGWC 002 (BAS Allocation) form is attached 	Assistant Director

2.2	Enter request in Disposal register.	<ul style="list-style-type: none"> Enter description of the moveable asset/s (Barcode and serial numbers where applicable). Enter location of the moveable asset/s. Enter Responsibility Manager's name and number. Request Secretary of Disposal Committee to add to agenda of the next Disposal Committee meeting. Ensure that a disposal number has been assigned to the case. 	Disposal Officer
2.3	Physical inspection of the moveable asset/s.	<ul style="list-style-type: none"> Do a physical inspection of the asset/s at location. Verify the description of the asset/s. Verify the barcode/serial number/s. Verify the condition of the asset/s. Verify the location of the asset/s. 	Disposal Officer/Stock-take Team leaders/ Disposal Committee members
2.4	Disposal Committee.	<ul style="list-style-type: none"> Complete and sign Disposal Committee Declaration of Confidentiality, Impartiality and Interest Recommend the disposal method of the moveable asset/s by: <ul style="list-style-type: none"> a) donating serviceable assets to schools; b) selling the asset/s to the best advantage of the WCED; and c) dumping unserviceable, damaged and irreparable assets at a registered municipal dumping site. Complete and record recommendation on a VA27 Disposal form. Submit to delegated official for consideration. 	Chairman and Disposal Committee members
2.5	Approval of disposal.	<ul style="list-style-type: none"> Approve the recommendation of the Disposal Committee by completing the relevant certificate on the VA27 form. 	Delegated official
Process Name	3. Disposing of moveable assets		
3.1	The Disposal Officer receives approved VA27 form from the delegated official. The approval is to dump the items.	<ul style="list-style-type: none"> Remove "RSA" mark from the asset/s by crossing it out with a permanent marker Remove Barcode from the asset/s or make it illegible if it cannot be removed. Transport asset/s to a Municipal/registered Dumpsite. Be present when asset/s is destroyed. Obtain certification from the Dumpsite Manager. Record on VA27 form by completing the relevant certificate. Update disposal register. 	Disposal Officer

		<ul style="list-style-type: none"> • File VA27 form together with the Dumpsite certification on the relevant file. The removed barcodes must be filed in a safe place. • Inform Asset Manager to remove the asset/s from the relevant inventory and/or Asset Register. 	
3.2	The Disposal Officer receives approved VA27 form from the delegated official. The approval is to sell the asset/s to the best advantage of the WCED.	<ul style="list-style-type: none"> • Remove "RSA" mark from the asset/s by crossing it with a permanent marker. • Remove Barcode from the asset/s or make it illegible if it cannot be removed. • Compile a memo to the Assistant Director: Specifications and Quotations in which he/she is requested to invite offers for the relevant assets. The memo for the invitation of offers is signed by the Assistant Director: Asset Management • Receives a copy of the letter of approval to the successful bidder from the Assistant Director: Specifications and Quotations. • Receives a copy of the receipt from the successful bidder as proof that payment was made into the bank account of the Provincial Government of the Western Cape. • Ensure that only the approved asset/s is removed from the premises of the WCED. • Record on VA27 form by completing the relevant certificate • Update disposal register. • File VA27 form together with the receipt on the relevant file. The removed barcodes must be stored in a safe place. • Inform Asset Manager to remove the asset/s from the relevant inventory. 	Disposal Officer