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Enquiries: L Sangqu

Management Accounting Minute: 0001/2020

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Deputy Directors at district offices, Principals and Governing Body Chairpersons of all ordinary public schools

Subject: Procurement of personal protective equipment for COVID-19 at public ordinary schools

1. Paragraph 3.1 of Circulars 0035/2019 and 0036/2019, both dated 26 September 2019, refers.
2. The Western Cape Education Department (WCED) supported all schools with personal protective equipment (PPE) after the initial lockdown. The WCED will continue to provide further PPE top-ups to schools, subject to the availability of funds.
3. However, schools should supplement their PPE needs, where applicable, by utilising their norms and standards (N&S) funds under the item **local purchases**. Local purchases will be expanded to include PPE for COVID-19.
4. Schools are advised to critically assess their budgets and subsequently manage their N&S allocations to ensure the availability of sufficient funds for their other N&S needs.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2020-08-26