



Reference: 10549  
9/4/5/2/4  
Enquiries: JT Solomons

### **Supply Chain Management: Institutional Instruction no. 1/2013**

To: All Deputy Directors-General, Chief Directors, Directors, Deputy Directors (Corporate Services at Education District Offices), Deputy Director: LTSM Project Team and All SCM Champions

### **Adherence to Provincial Treasury Instruction 6.3.1 in respect of reporting on procurement transactions**

1. The Western Cape Education Department is obligated to adhere to the Provincial Treasury Instructions (PTIS) issued on 30 March 2012 and which requirements are effective as from 1 April 2012.
2. All Procurement Officers were required through Supply Chain Management Instruction 1/2012 to implement the transaction templates. However, the PTIs also require an Accounting Officer to undertake reporting on all procurement undertaken on a monthly basis. Consequently, all Heads of Procurement Offices (Education District Offices and the LTSM Project Team) are instructed herewith to complete the attached template reports on a monthly basis and submit same to the Director: Procurement Management within two working days after the end of each month. The template reports refer to, are:
  - 2.1 Annexure A – Reporting on monthly procurement transactions;
  - 2.2 Annexure B – Information related to invoices paid after 30 days from receipt and invoices older than 30 days that have not been paid; and
  - 2.3 Annexure C – Monthly report on Supply Chain Management.
3. All Supply Chain Management Champions are reminded that they have a role to play in the procurement of goods and services within their respective environments and therefore have to ensure that they acquaint themselves with the contents of the reporting templates before they are signed by the relevant director.

4. These reporting templates must be implemented as from 1 May 2013 (all transactions/circumstances for the month of May 2013 must be reported on at the latest the 2<sup>nd</sup> working day of June 2013 and monthly thereafter).

**Signed PA Vinjevold**

**PA VINJEVOLD**

**HEAD: EDUCATION**

**DATE: 6 May 2013**



**Information related to invoices paid after 30 days from receipt and invoices older than 30 days that have not been paid**  
(Refer to Provincial Treasury Circular no. 17/2013 and National Treasury Regulation 8.2.3)

<b>Financial Year:</b> .....	<b>Month:</b> .....	<b>Name of department;</b>  <b>Western Cape Education Department</b>	<b>Education District Office:</b> ..... <b>Directorate: Institutional Resource Support (LTSM Project Team)</b>
<b>Number of invoices paid after 30 days</b> (Attach hereto a list reflecting the invoice number, invoice received date, invoice date, order number and invoice total)	<b>Age Analysis</b>	<b>Value</b>	<b>Reasons for late payments of invoices</b> (Reflect alongside each case on the list the reason for the particular case - see column 1.)
	<b>30-60 days</b>		
	<b>&gt;60 days</b>		
<b>Total number of invoices:</b>		<b>Total value:</b>	
<b>Number of invoices older than 30 days that have not been paid</b> (Attach hereto a list reflecting the invoice number, invoice received date, invoice date, order number and invoice total)	<b>Age analysis</b>	<b>Value</b>	<b>Reasons for late payments of invoices</b> (Reflect alongside each case on the list the reason for the particular case - see column 1.)
	<b>30-60 days</b>		
	<b>&gt; 60 days</b>		
<b>Total number of invoices :</b>		<b>Total value:</b>	
<b>Name of relevant Director</b>	<b>Contact number</b>	<b>Email address of relevant Director</b>	<b>Signature of relevant Director</b>

<b>Date</b>



**PROVINCIAL TREASURY  
FORMAT OF MONTHLY REPORTS**

**WESTERN CAPE EDUCATION DEPARTMENT  
1 to 31 MARCH 2013**

**(PARAGRAPH 6.3 OF PROVINCIAL  
TREASURY INSTRUCTIONS, 2012)**