

## **ADDENDUM 15**

### **STANDARD OPERATING PROCEDURE (SOP)**

#### **DISPOSAL OF MOVEABLE ASSETS**

Process Name	<b>1. Disposal of moveable assets</b>		
Process Scope	To dispose of moveable assets to the best advantage of the Department.		
Applicable legislation/policy	<ul style="list-style-type: none"> <li>• The Constitution of the Republic of South Africa, Act 108 of 1996, section 217;</li> <li>• Public Finance Management Act (PFMA), 1999 (Act 1 of 1999);</li> <li>• Provincial Treasury Circular No. 1/2023: Western Cape Government interim arrangements to give effect to the Preferential Procurement Regulations, 2022;</li> <li>• Broad-Based Black Economic Empowerment Act, (Act 53 of 2003);</li> <li>• National Treasury Regulations issued in terms of the PFMA dated March 2005;</li> <li>• Accounting Officer's System of the WCED;</li> <li>• Institutional Instructions; and</li> <li>• Standard Operating Procedures</li> </ul>		
Process Beneficiary	Responsibility Managers (RM)		
<b>Task no.</b>	<b>Task</b>	<b>Sub-Task</b>	<b>Responsibility</b>
Process Name	<b>2. Approval for the disposal of moveable assets by Disposal Committee</b>		
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"> <li>• Verify that a technical report is attached for IT equipment that is out of warrantee.</li> <li>• Verify that the Responsibility Manager completed the request (Log 1 – form) correctly and signed it properly.</li> <li>• Ensure that a PGWC 002 (BAS Allocation) form is attached</li> </ul>	Assistant Director

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

		<ul style="list-style-type: none"> <li>• File VA27 form together with the Dumpsite certification on the relevant file. The removed barcodes must be filed in a safe place.</li> <li>• Inform Asset Manager to remove the asset/s from the relevant inventory and/or Asset Register.</li> </ul>	
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"> <li>• Remove "RSA" mark from the asset/s by crossing it with a permanent marker.</li> <li>• Remove Barcode from the asset/s or make it illegible if it cannot be removed.</li> <li>• 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</li> <li>• Receives a copy of the letter of approval to the successful bidder from the Assistant Director: Specifications and Quotations.</li> <li>• 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.</li> <li>• Ensure that only the approved asset/s is removed from the premises of the WCED.</li> <li>• Record on VA27 form by completing the relevant certificate</li> <li>• Update disposal register.</li> <li>• File VA27 form together with the receipt on the relevant file. The removed barcodes must be stored in a safe place.</li> <li>• Inform Asset Manager to remove the asset/s from the relevant inventory.</li> </ul>	Disposal Officer