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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors (Head Office and district offices), and Chief Education Specialists (Head Office and district offices)

Short summary: *Revision of the Accounting Officer's System, Supply Chain Management Delegations and Addendums to the Accounting Officer's System, applicable to the Western Cape Education Department.*

Subject: Revision of the Accounting Officer's System, Supply Chain Management Delegations and Addendums to the Accounting Officer's System

1. This circular serves to issue the approved Accounting Officer's System (AOS), Supply Chain Management (SCM) Delegations and Addendums to the AOS, applicable to the Western Cape Education Department (WCED). The AOS, SCM Delegations and Addendums to the AOS were approved on 17 December 2024 and will come into effect on 01 April 2025.
2. The WCED must adhere to Chapter 16A of the Western Cape Provincial Treasury Instructions (PTIs), issued on 23 September 2019, and effective from 01 October 2019.
3. Paragraph 3.1.1 of Chapter 16A of the PTIs states that "*the accounting officer or accounting authority of an institution to which these Instructions apply must develop, document, maintain and implement an effective and efficient supply chain management system*".
4. According to section 38(1)(a)(iii) of the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999):
 - (1) "*the accounting officer for a department, trading entity or constitutional institution—*
 - (a) *must ensure that the department, trading entity or constitutional institution has and maintains—*
 - (iii) *an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost effective;*".

5. The AOS was developed in line with the aforementioned PTIs and the PFMA to ensure compliance with the prescripts.
6. The WCED must periodically review the AOS and SCM Delegations and Addendums to the AOS to ensure their validity and completeness.
7. You are therefore requested to ensure that all officials, including the SCM practitioners and SCM Champions within the respective branches, Chief Directorates, and directorates adhere to the approved SCM processes in accordance with the AOS, SCM Delegations and Addendums to the AOS.
8. The AOS, SCM Delegations and Addendums to the AOS will be effective as from 01 April 2025. All previous approved versions are herewith repealed.
9. Kindly bring the contents of this circular to the attention of all concerned.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2025-04-01