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Western Cape Education Departm
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Faks Fax: 419-596
Datum/Date Umhla: 5 November 1998

TO:CHIEF DIRECTORS,DIRECTORS,
DEPUTY DIRECTORS, ALL HEADS
OF EDUCATIONAL INSTITUTIONS,
AREA AND CIRCUIT MANAGERS
AND SUBJECT ADVISERS

CIRCULAR 0144/98

PROVISIONING ADMINISTRATION : CERTIFICATION PROCEDURES IN RESPECT OF GOODS RECEIVED AND SERVICES RENDERED

1. School principals and heads of institutions are responsible for giving accurate proof of delivery regarding goods received and services rendered. It has however, been noted that cases exist where inaccurate certificates of deliveries are furnished for the processing of payments. This includes among others the signing of delivery notes by cleaning and teaching staff who do not have actual knowledge of the supplies and services. The furnishing of inaccurate certificates leads to irregularities and overpayments.

2. To obviate irregularities, the following procedures will apply with immediate effect:

2.1 The principal or head of institution will appoint at least two persons to be responsible for the receiving of goods and the furnishing of accurate proof of delivery certificates.

2.2 All goods received must be checked for quality and quantity. When goods are received in holders, the external condition of such holders should be checked for damage or any sign of tampering before any delivery note is signed. Goods are to be checked as soon as possible after receipt by one of the two persons assigned to the task.

2.3 In the case of short supply or delivery of inferior goods the matter is to be reported immediately to the company concerned. In these cases no delivery notes or invoices must be certified.

2.4 When the appointed staff member is satisfied that the services rendered or goods received are generally in order, he or she must certify the delivery notes or invoices in the following manner :

2.4.1 Goods supplied :

- that the supplies were in fact required for official purposes and for an approved service;
- that the supplies were correct on receipt and in good condition and that the receipt of the supplies had been entered in the records;
- that the rates are in accordance with a contract ;and
- that the price is fair and reasonable and the supplier is entitled to payment.

2.4.2 Services rendered

- that the services rendered were necessary for official purposes;
- that the services were satisfactorily carried out;
- that the charges are according to the relevant tariff, contract or agreement ;
- that the tariff is fair and reasonable and the supplier is entitled to payment.

2.5 In respect of paragraph 2.4, when certifying the delivery certificates or invoices, the following information must also be provided on the relevant documentation:

2.5.1 Signature and name in print of designated person

2.5.2 Date of delivery

2.5.3 School or institution stamp

3. The contents of this circular must be brought to the attention of all concerned.

4. Your co-operation will be appreciated.

for HEAD: EDUCATION

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AAN:

ALLE HOOFDIREKTEURE, DIREKTEURE, ADJUNK-DIREKTEURE, HOOFDE VAN ONDERWYSINRIGTINGS, AREA-, KRINGBESTUURDERS EN VAKADVISEURS

OMSENDBRIEF 0144/98

VOORSIENINGSADMINISTRASIE: SERTIFISERINGSPROSEDURE TEN OPSIGTE VAN GOEDERE ONTVANG EN DIENSTE GELEWER

1. Skoolhoofde en hoofde van instansies is verantwoordelik vir die verskaffing van akkurate sertifikate van goedere ontvang of dienste wat gelewer word. Daar het egter gevalle voorgekom waar foutiewe afleweringsdokumente vir prosessering en betaling voorgelê is. Dit sluit in die ondertekening van afleweringsdokumente deur skoonmakers of onderwys-personeel wat nie kennis dra van die goedere en dienste nie. Die verskaffing van foutiewe ontvangserkenningsdokumente lei tot onreëlmatighede en oorbetalings.

2. Die volgende prosedures tree onmiddellik in werking om enige onreëlmatighede te voorkom:

2.1 Die skoolhoof of die hoof van die instansie moet ten minste twee (2) persone verantwoordelik maak om akkurate ontvangserkenningsdokumente te onderteken.

2.2 Alle goedere wat ontvang word, moet vir kwaliteit en kwantiteit geverifieer word. By ontvangs van goedere in houers moet daar op die uiterlike toestand van die houer gelet word, byvoorbeeld beskadiging daarvan of enige tekens dat daarmee gepeuter is, alvorens enige afleweringsbrief onderteken word.

2.3 Indien enige tekorte op aflewerings of lewering van minderwaardige kwaliteit ondervind word, moet die aangeleentheid onmiddellik aan die betrokke verskaffer gerapporteer word. In sulke gevalle moet die afleweringsbrief of faktuur nie gesertifiseer word nie.

2.4 Indien die aangewese persoon tevrede is dat daar aan alle voormelde aspekte voldoen is, moet die afleweringsnotas of fakture op die volgende manier gesertifiseer word:

2.4.1 Goedere verskaf

- dat die goedere soos verskaf wel benodig is vir amptelike doeleindes en diens;
- dat dit by aflewering korrek en in goeie toestand was en dat die ontvangs korrek geboekstaaf is;
- dat die tariewe volgens die bestaande kontrakprys is; en
- dat die prys betaalbaar redelik en regverdig is, en dat die verskaffer daarop geregtig is.

2.4.2 Dienste gelewer

- dat die dienste soos verskaf noodsaaklik is vir amptelike doeleindes;
- dat die dienste bevredigend gelewer is;
- dat die tariewe soos betaalbaar volgens kontrakprys of ooreenkoms is;
- dat die tariewe betaalbaar redelik en regverdig is, en dat die verskaffer op betaling geregtig is.

2.5 Met betrekking tot paragraaf 2.4 moet tydens sertifisering van die afleweringsnotas of fakture, die volgende inligting daarop aangebring word:

2.5.1 Handtekening en naam in drukletters van die aangewese persoon.

2.5.2 Datum van aflewering.

2.5.3 Skool- of inrigtingstempel.

3. Die inhoud van die omsendbrief moet onder die aandag van alle betrokkenes gebring word.

4. U samewerking in die verband sal gewaardeer word.

mms. HOOF: ONDERWYS