

POLICY ON MOVABLE ASSET MANAGEMENT

1. PREAMBLE

The Department of Cooperative and Traditional Affairs intends to promote effective and efficient utilization of assets at the lowest possible cost.

2. DEFINITIONS

Suspense Account - Is a ledger account in which all transactions awaiting approval are temporarily kept

Damage Control Officer - Loss or Damage Control Officer is an official delegated with authority to administer, control and report all losses and damages incurred to the Head of Department

3. PURPOSE

The purpose of this policy is to ensure that assets remain appropriate to programme requirements, effectively usage, maintained in the necessary conditions to support programme delivery at the lowest possible long-term cost.

4. AUTHORISATION

This framework is authorized by Section 216 (1) of the Constitution and Section 27, 28 and 40 of the Public Finance Management Act

5. REGULATORY FRAMEWORK

5.1 Constitution of the Republic of South Africa, Act No. 108 of 1996

5.2 Public Finance Management Act, Act No.1 of 1999, as amended

5.3 Supply Chain Management Framework as approved in December 2003

5.4 Public Service Act, Act No.103 of 1994

5.5 Preferential Procurement Policy Framework Act, Act No. 5 of 2000

6. POLICY FRAMEWORK

6.1 Purchase of Goods

- a) Purchases shall be in accordance with the provisions of the Regulations in respect of the Framework for Supply Chain Management
- b) Delivery notes for goods must be signed by the authorized Departmental official
- c) Deliveries shall be examined before any delivery note is signed
- d) Damaged items must be returned and replaced within seven (7) days from the delivery date

- e) Stores must be brought to charge after delivery
- f) The person acknowledging receipt of goods shall not be the person who signed the order form
- g) The official who signs the delivery note must confirm that the goods delivered comply with the specification on the order form
- h) Assets purchased must be declared and be bar coded within two (2) weeks from the date of delivery

6.2 Record Keeping

The stores office shall keep ledgers and tally cards as back-up

6.3 Stock Taking and Board Survey

Store items shall be subjected to stock take, at least once a month by the Supply Chain Management division, both at Head Office and Regions

7. SCOPE OF APPLICATION

The above minimum provision will be applicable to all stores within changing legal framework and shall be subjected to approval by the Head of Department

8. PROCEDURES FOR AMENDMENT OF THE POLICY

The amendment of this policy shall be done in accordance with changing legal frameworks and shall be subjected to approval by the Head of Department. He/she shall have the discretion to deviate from any clause in this policy where needs be

9. MONITORING EVALUATION AND REPORTING

The department through its delegated structures shall monitor and evaluate effectiveness of the implementation and report to the Head of Department on an annual basis

APPROVED /NOT APPROVED

MR. S. NGUBANE
ACTING: HEAD OF DEPARTMENT
DATE_____