



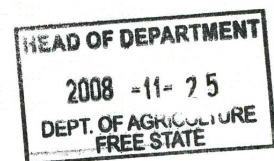
agriculture

Department of
Agriculture
FREE STATE PROVINCE

Enquiries: Ms. A Sutherland
Ass. Director: Logistics
Tel: (051) 861 1330
Fax: (051) 861 1214 or
086 530 4720
E-mail: amanda@agric.fs.gov.za

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

To: Office of the MEC
Office of the HOD
Chief Directors
Directors
Managers



**AGRICULTURE SUPPLY CHAIN MANAGEMENT CIRCULAR NO 7 OF 2008
RE: YEAR- END PROGRAMME: FINANCIAL YEAR 2008 / 2009**

1. To ensure a successful financial year-end closure users are requested to adhere to the year-end programme, whereby orders are placed and deliveries are made in time in order to allow payments to be made before or by the 30 January 2009, non adherence to the year end programme will result in invoices being paid from the next financial year's budget and this could delay the payment process as funds need to be shifted. In addition, next year's budget will be reduced by these expenditure relating to the 2008/2009year.
2. Users are hereby requested to submit invoices immediately on receipt to SCM Glen to ensure that payments are made in time.
3. Where purchase orders cannot be delivered in time or invoices submitted before the 30 January 2009 for payment are not processed, SCM will notify Chief Users of all outstanding orders whereby a purchase requisition for the same goods/services must be submitted directly to Transit with the new item codes to be recommitted for the new financial year...
4. The objective is to ensure that all orders are cancelled or closed before the financial year end, any non adherence would cause unnecessary delays in payments to suppliers , accountability would be determined as per Chief User where invoices are not been paid in 30 days.

Private Bag X01, Bloemfontein, 9360, Glen
Admin building, Gielie Joubert Street, Glen
Tel: (051) 861 1330 Fax: (051) 861 1214

www.fs.gov.za

ACTIVITY	BY WHOM	DUE DATE	COMMENTS
1. PURCHASE REQUISITIONS for all consumable items	Chief User	5 December 2008	All exceptions should be motivated via the CFO and CASP coordinator.
2. PURCHASE REQUISITIONS for all Asset related items	Chief User	5 December 2008	
3. PURCHASE REQUISITION for projects CASP, land care and food security	Chief User	31 October 2008	
4. PURCHASE ORDERS the last date for the issuing of purchase orders by SCM to suppliers/service providers	SCM	23 December 2008	
5. INVOICES the last date to submit invoices after this date no further invoices will be processed for payment	Chief User	30 January 2009	


Your cooperation regarding this matter will be appreciated.



Mrs. F Claassen
Acting Chief Director: Financial and Corporate Services

Date: 24/11/2008

Approved/Not Approved



Accounting Officer
Date: 25/11/2008

Private Bag X01, Bloemfontein, 9360, Glen
Admin building, Gielie Joubert Street, Glen
Tel: (051) 861 1330 Fax: (051) 861 1214