

# FREE STATE PROVINCE



Ref: AGR.2007/13SEP.036  
Enquiries: S. Moshodi

ATT: Chief Directors  
District Director  
Directors  
Heads of Component and Sections  
All Staff

## DEPARTMENTAL INFORMATION TECHNOLOGY AND COMMUNICATION CIRCULAR NO. 3 OF 2007

### USE OF POOL I.T.C EQUIPMENT

The Information Technology and Communication Sub-Directorate are currently procuring notebooks for use by officials for presentations, etc. These will be available at Head Office, Glen and the District Offices from the relevant network controllers.

All equipment that is loaned from the IT pool of equipment may be done so for a period of two (2) days only, unless special permission is obtained for a longer period from the Chief Director: Financial and Corporate Services. Please note that requests for the use of pool equipment must be arranged in advance.

Equipment will be checked in the presence of the lender, it will then be signed out by the Network Controller and the lender. On return, the equipment will be checked that it is in working order, and that all components have been returned. It will then be signed back into the stock by the Network Controller and the lender. Any loss or damage will be liable for payment by the lender, or in exceptional cases the Liability Committee may make a ruling.

Your cooperation in this regard is appreciated.

*A* /   
HEAD OF DEPARTMENT: AGRICULTURE

DATE: 20/9/07

Department of Agriculture ▾ Departement van Landbou ▾ Lefapha la Temo