## FREE STATE PROVINCE



Enquiries: Koikoi Dingaan Reference: LA 2/8/2

#### **PROCEDURES**

### SUBMISSION OF LOG SHEETS (30th)

Documents:

1. Log sheets

2. Commitment form

3. Green file

4. Finance register

#### Procedure:

- On reciepts of logsheet, check for completeness and correctness.
- 2. In case of errors and incompleteness, contact the user/Local Transport Officer
- 3. In case of errors being detected, inform the supervisor of the Transport Office
- 4. Complete the Commitment Form and submit to the supervisor for checking and verification
- 5. Complete the Green file
- 6. Register the Commitment Form and submit to Finance Section
- 7. Transfer all the relevant documents received from the districts to the individual motor vehicle file.

# OUTCOME:COMMITMENT FORM AND GREEN FILE

Responsibility: Administrative Clerk

J.C.M. KAY

DIRECTOR: MANAGEMENT SERVICES

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