

# FREE STATE PROVINCE



Enquiries: Koikoi Dinga  
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:

1. On receipts 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

  
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**J.C.M. KAY**  
**DIRECTOR: MANAGEMENT SERVICES**