FINANCE
MASILONYANA LOCAL MUNICIPALITY

REQUEST MEMO - (2020/2021)

DEPARTMENT: Corporate Admin & Support
VOTE:
DIVISION:
DATE: 06/12/2021

ITEM NO.	QTY			ESTIMATED COST
Pocket Statutes	25	for Councillors, Senior Managers and Senior admin officer		
Total				

Special Instruction

REQUESTOR Initials & Surname: M.S Mahula Signature: Tahyla Tel/Ext No: 072921 4880 Date Signed: 06/12/2021

SUPERVISOR REVIEW Initials & Surname: Mr. H. de Wet Signature: Tel/Ext No: Date Signed: H.de Wet 6/12/21

CHECKED BY: SECTION MANAGER Initials & Surname: E.K. Khumalo Signature: Tel/Ext No: Date Signed: 06/12/2021

RECOMMENDED BY: EXECUTIVE MANAGER Initials & Surname: E.K. Khumalo Signature: Tel/Ext No: Date Signed: 06/12/2021

BUDGET OFFICE CONFIRMATION (Initials & Surname): M C. Mekana

FUNDS AVAILABLE IN VOTE [X] Y [ ] N

CORRECT COST CLASSIFICATION [X] Y [ ] N

SIGNATURE: Date: 08/12/2021

For office use:

BUYING PROCESS | SUPPLIER'S QUOTATION | AMOUNT

Buyer: L Lotshwene 1 7 days R

Checked by: 14/12/21 2 R

Approved by: 14/12/21 3 R

SCM OFFICE CONFIRMATION OF THE FOLLOWING:

i Validity of Tax Clearance [Y] [N] Date: DD MM YYYY

ii CSD Supplier Database [Y] [N] Date: DD MM YYYY

i Appointment Letter [Y] [N] Date: DD MM YYYY

ii Validity of Contract [Y] [N] Date: DD MM YYYY

iii Prices as in Contract [Y] [Y]

Verified by: Name: Signature: Verified by : Name Signature

APPROVAL: CHIEF FINANCIAL OFFICER (CFO)
Chief Financial Officer (Initials & Surname):

Initials & Surname: MK KHOABANE

Signature:

Date: 06/01/2022

APPROVAL MUNICIPAL MANAGER
Municipal Manager (Initials & Surname):

Initials &Surname:

Signature:

Date: