

Procurement to Complete

Incident Tracking
No.

Business Unit to Complete

Purchase Request Details

Name of Cost
Centre

Information Security Operations

Cost Centre
code

450710

Name of
GL Account

License Fees IT Systems

GL Account
No.

452030

Requestor Details

First Name(s) &
Surname

Deon Smith

Department

IT Security Operations

Designation

Senior Specialist IT Security

S-ID Number s

1015253

Tel No. 0124224000

Requestor Signature

Date
(CCYY-MM-DD)

2026-02-26

Approver Details

First Name(s) &
Surname

Carol Scheepers

Designation

Area Head: IT Security Operations

S-ID Number s

2023336

Tel No. 0124223124

Approver Signature

Date
(CCYY-MM-DD)

2026-02-26

Purchase Request Details

Purchase
Type

Routine

Budgeted
Value

R0 – R500k

☐

> R500k

☒Commodity
Type

ICT

Request
Type

Once-Off

☐

Recurring Need

☒

Other

☐If "Other" please
specifyDescription of
Need/Request

Renewal of RSA tokens and maintenance and support

Please indicate any supporting documents submitted with this application

Detailed Specification

☐

Approved Business Case

☒

Other

☐If Other,
specifyBudgeted Guideline
(Incl VAT)

R

5,278,111.00

Required Delivery
Date(CCYY-MM-DD)

2026-05-01

Total
Quantity

1

Goods to be Delivered?

Yes

☐

No

☒

Your Reference No

Is this an IT Related Request

Yes

☒

No

☐

IT Related Purchase

Service
Required

Hardware

☐

Software

☐

License

☒

Subscription

☐

Other

☐If "Other" please
specifyMaintenance
Required

Y

☐

N

☒Purchase
Reason

Stolen

☐

Irreparable

☐Upgrade / Replacement
of existing Asset☐

Cost Centre Manager Details

First Name(s) &
Surname

Doug Kamukapa

Designation

Manager: Information Security

Budget
Guideline

R

5,278,111.00

S-ID Number

s 1037892

Cost Centre Manager Signature

Date
(CCYY-MM-DD)

2026-02-26

For Good Governance where a Cost Centre Manager is also a finance manager, the Authority to spend should be approved from a higher reporting line of authority.

Financial Approver Details

First Name(s) &
Surname

Delia Trueman

Designation

Manager: Finance

Funds
Available

Y

☒

N

☐

Approved

Y

☒

N

S-ID Number

s 2019017

Financial Approver Signature

Date
(CCYY-MM-DD)

27.02.2026

Additional Signatories (if required)

First Name(s) & Surname	
Position	
Designation	
S-ID Number S	

Date (CCYY-MM-DD)	