

MEMORANDUM



SUPPLY CHAIN MANAGEMENT UNIT

Date : 28 October 2015
To : I.T. MANAGER
Cc : CHIEF FINANCIAL OFFICER
From : SUPPLY CHAIN MANAGER
Re : **AUTHORITY TO DISPOSE OF ASSETS**

The schedule submitted to this office on 28 October 2015 has reference.

It is noted that the book values of these assets totalled less than R100 000 at 30 June 2015.

In terms of the Municipal Delegation Register as approved by Council, I, R M Gates, Supply Chain Manager, hereby authorise the disposal of assets in terms of Section 43 of the 2015/2016 Supply Chain Management Policy as follows:

Item(s) to be disposed of:	As per Annexure A to this Memorandum – 5 items, total book value at 30 June 2015: R2 269-90
Method of disposal:	Scrapping
Estimated total proceeds:	Nil
Special Instructions:	Full details of the assets to be disposed of are to be provided to the Asset Management Section of the Finance Department (Budget and Treasury Office).

A handwritten signature in black ink, appearing to be 'R M Gates'.

R M Gates

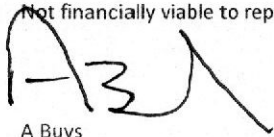
SUPPLY CHAIN MANAGER

ANNEXURE A

ASSET BARCODE	ASSET DESCRIPTION	ASSET SERIAL NUMBER	REASON FOR DISPOSAL	ASSET BOOK VALUE 30/6/2015	PURCHASE PRICE
07603	RCT-3000GT UPS	83321206101401	MAIN BOARD DAMAGED - COULD NOT BE REPAIRED AS PER SERV PROVIDER - INSURANCE PAID FOR REPLACEMENT	1 604.47	3 780.00
05885	ACER 17" MONITOR	82702962440	NO SIGNAL FROM PC SCREEN FIRMWARE /ELECTRONICS DAMAGED	199.07	1 008.00
05886	ACER 17" MONITOR	82702961040	NO SIGNAL FROM PC SCREEN FIRMWARE /ELECTRONICS DAMAGED	199.07	1 008.00
06622	FUJITSU LCD MONITOR	YV14085792	NO SIGNAL FROM PC SCREEN FIRMWARE /ELECTRONICS DAMAGED	267.29	1 335.00
N/A	GENIUS KEYBOARD	XP14CS912064	KEYS ON KEYBOARD FAULTY	0.00	99.00
				2 269.90	7 230.00

I certify that the assets can be scrapped and disposed of as it serve no purpose any more

Not financially viable to repair



A Buys
Manager I.T

28/10/2015