

MEMORANDUM



SUPPLY CHAIN MANAGEMENT UNIT

Date : 26 January 2016
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 26 January 2016 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 – 6 items, total book value at 30 June 2015: R9 180-51
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).


R M Gates

SUPPLY CHAIN MANAGER

Zimbra

abuys@ndlambe.gov.za

RE: Disposal I T assets 26/01/2016

From : Roger Gates <rgates@ndlambe.gov.za>
Subject : RE: Disposal I T assets 26/01/2016
To : Andre Buys <abuys@ndlambe.gov.za>
Cc : Howard Dredge <howard@ndlambe.gov.za>, Andiswa Dyani <adyani@ndlambe.gov.za>

Tue, Jan 26, 2016 09:08 AM
1 attachment

Good Morning To You,

Please see the attached.

Regards.

Roger Gates
Supply Chain Manager
Ndlambe Municipality

From: Andre Buys [mailto:abuys@ndlambe.gov.za]
Sent: 26 January 2016 08:16 AM
To: Roger Gates <rgates@ndlambe.gov.za>
Subject: Disposal I T assets 26/01/2016

Morning Roger

Attached find document reflecting assets to be disposed of - a signed copy will be delivered to you

Your approval please

Regards

Andre Buys
Manager Information Technology
Tel: 046-624 5811 Ext 15
Fax: 086 581 5557
Email: abuys@ndlambe.gov.za

Web: www.ndlambe.gov.za

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