

Compiler: F.B Ntsalaze
Extension: 157
Date: 09 MARCH 2022

THE PRINCIPAL

REQUEST TO APPROVE THE PURCHASING OF CARTRIDGES FOR MARKETING SECTION.

1. AIM

- To request the principal to approve the purchasing of cartridges for marketing section.

2. BACKGROUND

- Marketing Section has run out of cartridges.

3. DISCUSSIONS

- Cartridges will be used throughout the year for smooth running of the office, so we humble request the procurement of cartridges for marketing section.

4. BUDGET AVAILABILITY

General Ledger Account Description	3450/34501/02/0202
General Ledger Account Code	Printing Cartridges/HR
Budgeted Amount (R)	R 400 000.00
Budget Available Balance (R)	R 311 042.28

5. FINANCIAL IMPLICATIONS

- Estimated amount is R 120 000.00

6. RECOMMENDATIONS

- It is recommended that the Principal approves the purchasing of cartridges for marketing section.

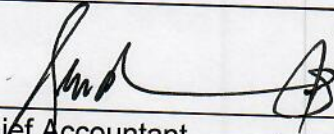
7. COMPILED BY

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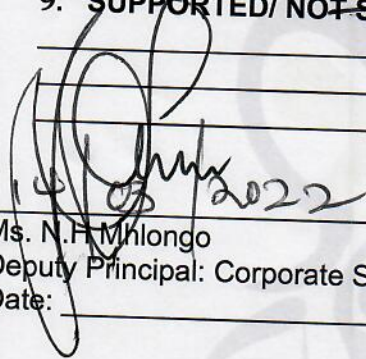
Date: 2022/03/28

8. CONFIRMATION OF BUDGET

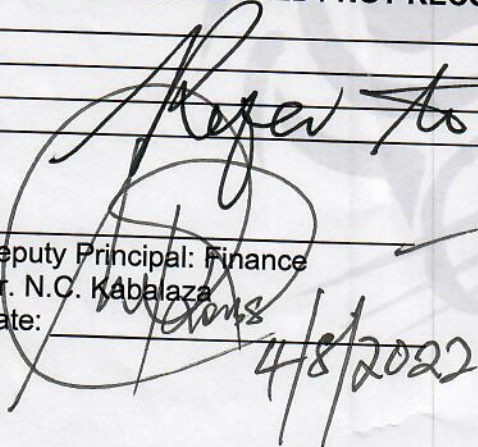
BUB965 IS AVAILABLE. A Print out is
attached


Chief Accountant
Mr. S. Mdunyelwa
Date: 13/03/2022

9. SUPPORTED/ NOT SUPPORTED

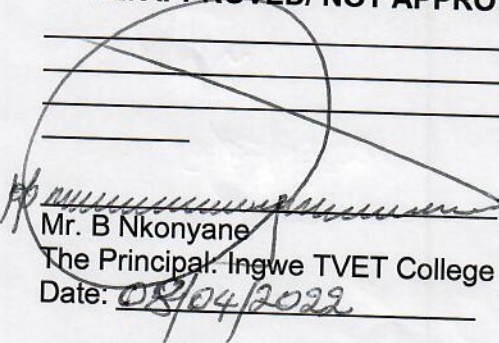

Ms. N.F. Mhlongo
Deputy Principal: Corporate Services
Date: 14/03/2022

10. RECOMMENDED / NOT RECOMMENDED


Deputy Principal: Finance
Mr. N.C. Kabalaza
Date: 4/8/2022

Refer to comments on pg 1
Printer Cartridges for
Marketing Unit.

11. APPROVED/ NOT APPROVED


Mr. B Nkonyane
The Principal, Ingwe TVET College
Date: 02/04/2022

General Ledger Budgets

Ingwe TVET College

For : December 2022

Budgets

<u>Vote</u>	<u>Vote Description</u>	<u>Budget</u>	<u>Actual</u>	<u>PY Actual</u>	<u>Variance</u>	<u>Var %</u>
Account Type : Other Expense						
3450/34501/02/0202	Printing Cartridges/HR	400 000.00	88 957.72	213 124.91	311 042.28	77.76
Totals for Account Type : Other Expense		<u>400 000.00</u>	<u>88 957.72</u>	<u>213 124.91</u>		
Totals		<u>400 000.00</u>	<u>88 957.72</u>	<u>213 124.91</u>		



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: F. B. Ntsalaze

039 940 2142 Ext 139

TO : SCM DEPARTMENT
FROM : MARKETING AND COMMUNICATIONS
SUBJECT : SPECIFICATION FOR CARTRIDGES
DATE : 10 MARCH 2022

PRODUCT DESCRIPTION		QUANTITY
201A	CF400A Black Cartridge	20
201A	CF401A Cyan Cartridge	10
201A	CF402A Yellow Cartridge	10
201A	CF403A Magenta Cartridge	10
126A	CE310A Black Cartridge	10
126A	CE311A Cyan Cartridge	10
126A	CE312A Yellow Cartridge	10
126A	CE 313 Magenta Cartridge	10

Yours faithfully

F. B. Ntsalaze
Assistant Director: Marketing and Communications

Central Office
Badibanise Village
Mount Frere
Tel: 039 940 2142

Mount Frere Campus
Cancele Road
Mount Frere
Tel: 039 940 2142 ext.200

Ngqungqushu Campus
Magwa Road
Lusikisiki
Tel: 039 940 2142 ext.300

Siteto Campus
Mhlanga Village
Bizana
Tel: 039 940 2142 ext.400

Maluti Campus
Mli Road
Maluti
Tel: 039 940 2142 ext.500

Mt Fletcher Campus
Hospital Area
Mount Fletcher
Tel: 039 940 2142 ext.600

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