

TO: THE VICE-CHANCELLOR, DEPUTY VICE-CHANCELLORS, REGISTRAR, EXECUTIVE DEANS, EXECUTIVE DIRECTORS, DIRECTORS, CAMPUS RECTORS AND HEADS OF ALL DIVISIONS AND DEPARTMENTS

FINANCE iENABLER CLOSING DATES FOR 2019

All Finance iEnabler users are requested to maintain all requests raised on the iEnabler System throughout the year (i.e. requests and approvals). Requestors must contact Sundry Payments (Pay Items) and/or Buyers (Non-defined) if any requests are still pending.

Please note that the purchasing of capital items, other items and materials, and stationary will be closing soon (please refer to the Webmail of 11 September 2019 - Capital Purchases and Closing Dates for 2019). Therefore, no requests would be raised and/or have budget control done after the stipulated date, as these requests will be rejected by the system.

All transactions (for pay items) must be raised, completed and approved by **10 December 2019**. As from **13 December 2019**, an automatic system clean-up will take place, whereby all requests/requisitions will be rejected and services will no longer be provided.

Approvers must please ensure that all requisitions are approved or rejected on a regular basis. All requests that have not been approved by **10 December 2019** will also be rejected.

Merit cases (purchasing of emergency maintenance and repair material) will be handled **by exception** after recommendation by the Deputy Vice-Chancellors to the Chief Financial Officer.

Regards



SA MAHLALELA
Chief Financial Officer & acting DVC: Operations

5 November 2019