

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

CAPITAL PURCHASES AND CLOSING DATES - 2022

All Cost Centre Managers are requested to submit their orders for capital items and projects before 30 September 2022. The early closure is to ensure that budget funds are spent and/or committed before year-end. Experience indicates that it becomes very difficult to procure capital orders, especially those relating to projects and imports, in time for financial processing by 31 December 2022 due to the obtainment for processing of tenders and quotations as per policy.

In order for/to enable Procurement to acquire capital items in time, you are hereby requested to expedite/complete all requisitions for purchase of capital items for submission by/as soon as possible and forward it before/on 30 September 2022 to the Purchasing Office. Please ensure that the required delivery time and place is stated clearly as well as the full detail of the requestor and motivation/reason for the lodging of the purchasing request. This will enable Procurement to combine/consolidate purchases, obtain benefits of scale in order to gain economies of scale and ensure timely delivery of quality items/products.

International Accounting Standards (IAS 37– Provisions; Contingent Liabilities and Contingent Assets) require that items must already be delivered, received, or contractually committed if the payment thereof is to be against this year's budget (2022). No budget funds can be transferred to the following year and all items received in the following year will be paid from the departments' 2023 budget.

All cost centre managers are therefore urged to start the capital expenditure process early to allow sufficient time. Procurement cannot deal with a **flood of requests near year-end** as they need to adhere to the policy (FINPOL035) as on some instances quotations still need to be sourced and by that time most suppliers/manufacturers are preparing for year end closure. The following dates for the closing of the 2022 financial years' transactions have therefore been set as deadlines to procure orders timeously and to accurately determine the financial provisions to be made at year-end:

Purchasing

Purchasing of capital items will close	30 September 2022
Purchasing of other items and materials will close	31 October 2022
Stationary requisitions will be processed up until	4 November 2022
iEnabler Closes	8 December 2022
iEnabler 'clean up'	9 December 2022

Creditors

All invoices should be submitted before	6 December 2022
Final Sundry Payments	8 December 2022
Final Creditor Run	9 December 2022

Merit cases will be handled **by exception** after recommendation by the concerned Deputy Vice-Chancellor to the Chief Financial Officer, only merit cases request(s) **duly approved by the Chief Financial Officer will be processed**. Purchasing of emergency maintenance and repair material will be dealt with on merit as the case arises.



TL MADURAI
Chief Financial Officer

30 August 2022