

SUB FILE: DAY TO DAY MAINTENANCE SERVICE/SUPPLIES

COMPLAINT NO.: 10/11/ / / FILE NO. 10/11/ / DATE: 200 -

TOWN: INSTITUTION :

LOCAL MUNICIPALITY: _____

SERVICE: _____

AMOUNT: R _____

ZNQ NO.: _____

DATE & INITIAL

0/...../..... _____(Initial))	1. HELP DESK	(i) Record complaint on spreadsheet and complete Work Instruction (ii) Create/confirm No. on WIMS System for Institution. (iii) Enter Complaint No. , Date and Name of Inspector for Works Instruction on inside cover of file (iv) Open Sub-file
0/...../..... _____(Initial)	2. INSPECTORATE/WORKSHOPS ELEC/MECH/STRUCTURAL/ ARTISAN SUPERVISOR NAME _____	(i) Works Inspector – Refer to period contract or requested Financial Administration Services Division to invite quotes (ii) Artisan Supervisor – List material available from Store and/or request Financial Administration Services Division to invite quotes.
0/...../..... _____(Initial)	3. FINANCIAL ADMINISTRATION SERVICES DIVISION	(i) Invite, close and adjudicate quotes for correctness (ii) Complete schedule of Preference Points awarded (only for quotes >R30 000) (iii) Recommend lowest responsive quote or quote scored the highest Preference Points
0/...../..... _____(Initial)	4. INSPECTOR/ARTISAN SUPERVISOR	(i) Adjudicate quotes for correctness of items/service and make recommendation (ii) Complete Financial Approval to Proceed Form with motivation
0/...../..... _____(Initial)	5. CONTROL/ DISTRICT MANAGER	(i) Approve form of Financial Approval to Proceed, including Financial Authority
0/...../..... _____(Initial)	6. FINANCIAL ADMINISTRATION SERVICES DIVISION NAME _____	(i) Authorise Quotation SCM Delegation 1.1 (ii) Issue order and obtain signature of District Manager/ Senior AO/AO (iii) Suppliers copy to Inspector/Workshop Clerk (iv) Commitment copy of Order to Inspector/Workshop Clerk for information
0/...../..... _____(Initial)	7. FINANCIAL ADMINISTRATION SERVICES DIVISION	(i) Authorise quotation SCM Delegation 2 or 3.1
0/...../..... _____(Initial)	8. HELP DESK	(i) Create Contract No. on WIMS System
0/...../..... _____(Initial)	9. WORKS INSPECTOR/ARTISAN SUPERVISOR	(i) Receive and Certify Invoice (ii) Sign that service/supply completed satisfactorily
0/...../..... _____(Initial)	10. CONTROL/ARTISAN SUPERINTENDENT	(i) Sign that service/supply completed satisfactorily
0/...../..... _____(Initial)	11. HELP DESK	(i) Record completion of service
0/...../..... _____(Initial)	12. HELP DESK	(i) Enter details on main file (10/11/ /) (ii) File on main file (iii) Forward WIMS Batches to the Expenditure Control Division.

NOTE: Signature and date required under all headings