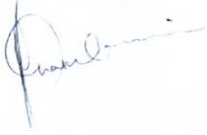


## SAFETY AND SECURITY SECTOR EDUCATION AND TRAINING AUTHORITY

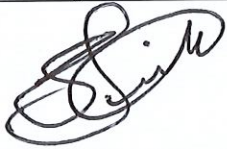
<b>STATIONERY (INVENTORY) MANAGEMENT STANDARD OPERATING PROCEDURE</b>	
<b>SOP COMPILED BY:</b>	Michael Khakhathiba
	Finance Manager
	

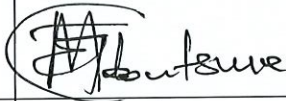
<b>SOP OWNER:</b>	Finance Department
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<b>SOP ISSUE NUMBER:</b>	1
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VERSION CONTROL					
SECTION	VERSION	REVISION	DATE	PAGE	REASON FOR CHANGE

<b>SIGNATURES</b>	<b>RECOMMENDED BY:</b>
<b>NAME/JOB TITLE</b>	Ikalafeng Diale – Chief Financial Officer
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<b>DATE</b>	12 July 2022

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<b>NAME/JOB TITLE</b>	Thamsanqa Mdontswa – Chief Executive Officer
<b>SIGNATURE</b>	
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## 1. PURPOSE

- The purpose of the Standard Operating Procedure (SOP) is to highlight the important and practical aspects regarding the stationery (inventory) management system.
- This SOP also entrust the responsibility of due care on all staff regarding stationery request, usage, and reconciliation.
- This SOP also brings into effect the provisions of paragraph 2.17.9 of the Finance policy.

## 2. LEGISLATION

- Section 51(1)(a)(i) of the Public Finance Management Act requires that the Accounting Authority or delegate establish and maintains effective, efficient, and transparent systems of financial and risk management and internal control.
- Section 51(1)(e)(ii) of the Public Finance Management Act requires that the Accounting Authority or delegate take effective and appropriate disciplinary against an employee who commits an act which undermines the financial management and internal control system of the SETA.

## 3. BACKGROUND

- Inventory management and stationery supply is an integral part of the support function. This function is administered and maintained by the Finance department, with 2 personnel assigned this responsibility.
- For an entity like SASSETA, which performs most of its functions manually, stationery management plays a vital role in the business continuity. The core and support departments are heavily reliant on stationery usage. This includes procurement, project management as well as invoice management processes.
- Stationery items consist of but not limited to the following items:
  - i. A4 paper rims
  - ii. A3 paper rims
  - iii. Pens and pencils
  - iv. Sticky notes
  - v. Adhesive tapes
- It is therefore imperative to maintain optimum stock levels for the frequently used items at all times to minimize downtimes. Inventory items are procured through Supply Chain Management processes. This can either be through a Request for Quotation (RFQ) or/and

Request for Proposal (RFP). Prior to procurement all staff members will be requested to identify and sponsor items in need. Timelines will be assigned to this process.

#### 4. BASIS OF ACCOUNTING

- Newly acquired inventory items will be accounted for in accordance with the First In First Out principles, which translates into items procured and received first will be issued first.
- Inventory unit cost will be consistent with the unit price specified in the Standard Bidding Document or invoice at the time of supply of items.
- Where inflation adjustment has been adjusted for in the procurement documents, affected inventory batch will be adjusted accordingly.
- All inventory items are acquired through exchange transactions.
- At year-end Inventory will be accounted for at lower of cost and current replacement cost.

#### 5. INVENTORY COUNT

- Inventory counts are performed quarterly to determine the following:
  - i. Identify obsolete items (i.e., expired/damaged)
  - ii. Stock levels of frequently used items
  - iii. Account for consumption
  - iv. Identify theft
- All consumptions are supported by signed stationery request forms.
- Non-moving inventory items will be quantified and subjected to asset disposal processes, this will include obtaining permission from the Accounting Authority or delegated official.

#### 6. STATIONERY REQUEST

- Stationery items will only be provided based on a signed off request form.
- Stationery request forms can be approved by either the Supervisor, Manager, Acting Manager, Executive Manager, Chief Financial Officer and/or Chief Executive Officer.
- Standard stationery request template will be issued and may be amended in the future with the inclusion of newly acquired items.

#### 7. CUT-OFF

- Stationery items may only be requested between the following days/times:
  - i. Monday to Wednesday – between 8:00 and 11:00
  - ii. Thursday to Friday – between 9:00 and 11:00
- Only emergency cases (e.g., batteries for a mouse) will be accommodated beyond these times.



# SAFETY AND SECURITY SECTOR EDUCATION AND TRAINING AUTHORITY

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