



Molemole Municipality

INVENTORY (LOGISTICS) POLICY

POLICY ON INVENTORY (LOGISTICS) MANAGEMENT

1. Internal requisitions

Where Stock is held in a storeroom, items must be requisitioned internally using stores requisition form.

2. Stores procedures

The CFO shall delegate a person in the finance department of the municipality as Store-controller.

2.1 The Store-controller shall be responsible for:

2.1.1 The safekeeping of inventory items

2.1.2 The receiving and issuing of items of inventory from the store rooms

2.1.3 The maintaining of a proper record keeping system for inventory items

2.1.4 The performance of such other tasks as may be assigned to him or her according to the relevant job description or the procedures.

3. Safekeeping of inventory items

3.1 Inventory shall, until it is issued, at all times be safeguarded and kept in a suitable protected area. Wherever practical such area shall be in an enclosed place, the entrance to which shall be locked.

3.2 No unauthorized entrance to any such area is permissible. Authorization to enter such area may be granted only by the CFO or delegated person.

3.3 No person other than Store-controller, or any other person designated by the CFO, may have access to any key for such area.

3.4 No person other than the Store-controller, or any other person designated by the CFO, may have control over the administration of the inventory items.

4. Receiving of inventory items and Delivery times

4.1 All items received should be verified with the purchase order and inspected for proper quantities, quality to ensure receipt of what was ordered.

4.2 The delivery note is then signed indicating acceptance of goods received.

4.3 All delivery of inventory will only be accepted between 8H00 and 15H30. No deliveries after 15H30 will be accepted.

5. Issuing of inventory items

5.1 Only the Store-controller shall be authorized to issue goods from the storeroom.

5.2 Inventory items should only be issued in terms of a properly authorized requisition form.

5.3 Specimen signatures of all persons authorized to sign requisition shall be supplied to the Store-controller.

5.4 If the signature is not of an authorized official, the requisition should be sent back to the respective department / section.

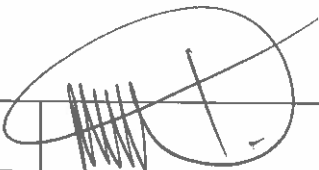
5.5 The issue register must then be completed; Control of an issue register is the responsibility of the storeroom.

5.6 The Store-controller and the recipient of goods must agree that the goods requisitioned, agree to the goods

11. COMMENCEMENT

Council resolves in terms of Sec 111 of the Local Government Municipal Finance Management Act (Act No. 56 of 2003), to adopt the following proposal as the Inventory (Logistics) Policy of Molemole Local Municipality as per council resolution number _____

This Policy takes effect on the **01st July 2022**

Signature:	
Initials and Surname:	Paya M.E
Designation:	Mayor
Council Resolution Number:	OC/7.2.1/27/05/22
Council Date:	27 May 2022