



**dpwrt**

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Department:

**Public Works, Roads and Transport**

North West Provincial Government

Republic of South Africa

# **FINANCIAL DELEGATIONS 2013**

# FINANCIAL DELEGATIONS

In terms of Section 38 to 45 of The Public Finance Management Act No.1 of 1999

Code No	Description of the item	Limitations	Lowest Rank delegated to Head Office	Lowest Rank delegated at District	Notes
01	Open quotation R1 to R 100 000		Sub Programme ( Director)	Component Manager ( Deputy Director)	According to Preferential Procurement Policy Framework Act No5 of 2000
02	Closed quotations R100 000 to R500 000		Programme Manager	District Director	According to Preferential Procurement Policy Framework Act No5 of 2000
03	Open and Close Bids > R500 000		Recommended by DBAC and approved by Accounting Officer	Not Delegated	According to Preferential Procurement Policy Framework Act No5 of 2000
04	Tender Recommendation to Accounting Officer - Advertisement of Tender - Design and approval of Specification (SPEC) - Submission to DBEC (Evaluation) - Submission to DBAC ( Recommendations) - Approval of Bids	>R500 000	DBAC	Not Delegated	

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05	Tender Recommendation to Accounting Officer / Chief Director District Operations - Advertisement of Tenders - Design and Approval of Specification (SPEC) - Submission of DBEC ( Evaluation ) - Submission of DBAC ( Recommendations ) - Approval of Bids - Accounting Officer/ Chief Director District Operations	< R500 000	DBAC	District Bid Adjudication Committee	
06	Signing of Original Purchase Orders for goods and services		Senior Admin Officer or Equivalent - Supply Chain Management	Senior Admin Officer or Equivalent - Supply Chain Management	
07	Signing of departmental Contracts / Project Contract / Service level Agreement		Accounting Officer recommended by Director Legal and Programme Manager	Accounting Officer Recommended by Chief Director District Operations	
08	Petty cash establishment and or limit increase	R 5 000	Director Financial Management	Not Delegated	According to petty cash guideline or policy
09	Official to administer the approved petty cash	R 5 000	Petty Cash Custodian	Petty Cash Custodian	According to petty cash guideline

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10	Approval of petty cash expenditure	R500	Director	Director	Petty cash form
11	Approval of allocation of cell phones outside approved policy - within the policy		Accounting Officer	Not delegated	Guided by cell phone policy
12	Cession of payments		Accounting Officer	Not delegated	
13	Recovery of state debt owing by an official by means of instalment on condition that the debtors financial positions is properly taken into account in determining the repayment	< 12 months	CFO	Not delegated	Guided by Debt Management Policy
		> 12 months	Accounting Officer	Not Delegated	
14	Allocation of subsidised transport	As per departmental approved benchmark amount	Accounting Officer	Not delegated	Guided by Transport Policy
15	Training Budget		CFO	Not delegated	Guided by Skills Development Plans
16	Submissions to Treasury		Accounting Officer/CFO	Not delegated	
17	Submission to EXTECH		Accounting Officer	Not delegated	
18	Submission to EXCO or Committees		MEC	Not delegated	
19	Contract /Service Level Agreement for minor equipments such as labour savings devices		Programme manager in consultation with legal services and contract management approved by CFO	Not delegated	
19	Signing of payment certificates and fee claims and authorisation of control forms	R1 - R 100 000	Deputy Director Expenditure Management	Deputy Director Finance	Recommendation from Programme Manager

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20	Signing of payment certificates and fee claims and authorisation of control forms	R1 - R 100 000	Deputy Director Expenditure Management	Deputy Director Finance	Recommendation from Programme Manager
21	Signing of payment certificates and fee claims and authorisation of control forms	R 100 000 - R 500 000	Director Financial Management	Director Corporate advised by Deputy Director Finance	Recommendation from Programme Manager
22	Signing of payment certificates and fee claims and authorisation of control forms	R500 000 - R 10 million	CFO	Not Delegated	Recommendation from Programme Manager
23	Signing of payment certificates and fee claims and authorisation of control forms	> R10 million	Accounting Officer	Not Delegated	Recommendation from Programme Manager
24	Groceries - SMS		Director	Director	Guided by Cost Containment Policy
25	S & T Claims and Itinerary for the month	Level 1 - 12	Programme Manager / Director	District Director	Guided by Financial Management Policy
		Level 13 - 14	Accounting Officer	Chief Director District Operations	Guided by Financial Management Policy
		Accounting Officer	CFO/ CD	Not delegated	Guided by Financial Management Policy

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26	Authorising, sureties and retention money	R 100 000 R 500 000 >R 500 000	CD/CFO HOD	CD District Operation	Recommendation from Programme Manager
27	Certification of goods and services received		Stores official/ Cost Centre Clerks	District Stores official/ Cost Centre Clerks	
28	Officials to carry out stock-taking and to report their findings		Assistant Director/equivalent to lead the team	Senior Admin Officer/equivalent to lead the team	
29	Officials appointed as Board of Survey		Deputy director/equivalent to lead the team	Deputy director/equivalent to lead the team	
30	Approval of items to be disposed		Accounting Officer	Not delegated	Recommended by board of survey
31	Requisition of stores		Foreman/Chief user/cost centre clerk	Foreman/Chief user/cost centre clerk	
32	Release/approval for cheque processing		Deputy Director Expenditure	Assistant Director	
33	Order Processing for Payment		State Accountant	State Accountant	
34	Requisitions for purchase of Office Equipment and Furniture (Term Contracts)		Director SCM	Not delegated	According to Office Furniture and Domestic Equipment Contract
35	Requisition for purchase of computers, computer related devices and software (SITA contract).		Director SCM	Not delegated	Recommended by IT Manager

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36	Computers: service, spares and repairs (with Prov. and IT technical report and recommendation in line with value for money/cost effectiveness – (SITA Contract Minor IT repairs)	> R 1500	Director: Information management	Not delegated	
37	Requisition for emergency work. (Ex-post Facto approval)		Accounting Officer	Not delegated	Recommended by DBAC
38	Claims against the Department		Accounting Officer	Not delegated	Recommended by Director Legal services through CFO
39	(i) Extension of time for construction related contracts and (ii) Normal contract extension		Accounting Officer	Not delegated	Recommended by programme manager after consultation with Legal Services, CFO
40	Condoning of penalties on contracts		Recommendation by programme manager after consulting with legal services / contracts management	Not delegated	

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41	Appointment of consultants (including infrastructure based on Roster)		Accounting Officer	Not delegated	Recommended by DBAC
42	Catering should be approved by DDG before services are rendered and all procedures must be followed (Attendance register, 3 quote from pro-quote)		Accounting Officer	Not delegated	
43	Overtime should be approved by DDG prior to working additional hours		Accounting Officer	Not delegated	
44	Write off debts owed by formal officials' private people local authority. For officials still employed by the department only Accounting Officer can write-off	<R10000	CFO	Not delegated	
		>R10000	Accounting Officer	Not delegated	
45	Donation or sponsorship requests	Cash & Kind	Accounting Officer	Not delegated	

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46	<p>Variation Orders</p> <p>Contracts may be expanded or varied by not more than 20% or R20 million ( including all applicable taxes) for construction related goods, works and or services and 15% or R15 million ( including all applicable taxes ) for all other goods and / or services of the original value of the contract, whichever is the lower amount. The relevant Treasury may, however decrease these thresholds for institution reporting to them.</p> <p>Any deviation in excess of this thresholds will only be allowed subject to the prior written approval from relevant Treasury. Whilst provision is made for deviations, it is imperative to note that, request for such deviations may only be submitted to the relevant Treasury where good reasons exist</p>		Accounting Officer	Not delegated	Recommended by programme manager
			Provincial Treasury	Not delegated	

Code No	Description of the item	Limitations	Lowest Rank delegated to Head Office	Lowest Rank delegated at District	Notes
47	Authorise BAS Journals	< R 1million  < R 5million  > R5million	Deputy Director  Director Financial Management  CFO	Not Delegated	

- Note : 1. All powers are vested within the **ACCOUNTING OFFICER**.  
2. Any power delegated to the lowest rank must be exercised by printing initials, surname and rank.

The set of financial delegation are effective from the 1<sup>st</sup> April 2013



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Mr . MS Thobakgale  
Acting Accounting Officer