

Our Ref: 8/1/P

Your Ref:

Enquiries:

Dept:



57, VRYHEID 3100

c/o, Mark & High Street

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28 MARCH 2021

**TO: EVERYONE**

**QUARTERLY STOCK COUNT AS FROM THE 01<sup>ST</sup> OF APRIL 2022**

You are hereby informed that as from the 01<sup>st</sup> of April 2022, Stores will be closed due to the quarterly stock count taking place. Only emergency requisition will be entertained.

All Departments who need to requisite any stock must place their requisition before the 01<sup>st</sup> of April 2022. The 30<sup>th</sup> of March 2022 is the last day to requisite stock from Stores.

No unauthorised requisition will be entertained after the specified date unless there is emergency requisition.

Yours faithfully

**MPE MTHEMBU**  
**CHIEF FINANCIAL OFFICER**

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*"LEADERSHIP AND SERVICE EXCELLENCE"*

**EXECUTIVE COMMITTEE**

Cllr MC Maphisa (Mayor), Cllr MA Mazibuko (Deputy Mayor), Cllr MB Khumalo (Speaker) ( Ex- Officio), ( Ex- Officio), Mr JS Landman (Acting Municipal Manager), Cllr LWC Mtshali, Cllr ML Mtshali, Cllr FK Nene, Cllr NN Mdlalose, Cllr L Dube, Cllr HB Khumalo, Cllr NB Nhlengethwa.