



**MOGOKARE**

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**INTERNAL MEMO**

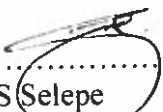
<b>DATE:</b>	<b>01/SEPTEMBER/2021</b>	<b>FILE NO:</b>	
<b>TO:</b>	<b>OFFICE OF THE SPEAKER MUNICIPAL MANAGER ALL DIRECTORS ALL MANAGERS ALL OFFICIALS</b>	<b>FROM:</b>	<b>ASSETS OFFICE</b>

**SUBJECT: RECEIVING AND ISSUING OF GOODS AND/OR STOCK**

All goods and/or stock must be received and issued out by the Assets Division only.  
The goods receiving stamp is therefore the responsibility of the Assets Division.  
The goods issue form is also the responsibility of the Assets Division.  
Even goods and/or stock received outside Zastron main offices must be received by the Assets Division only.

Hope you all receive the above in order.

Regards

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Mr. S Selepe  
Municipal Manager