



MPHAHLELE
MUNICIPAL COUNCIL

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INTERNAL MEMO

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

SUBJECT: FLEET CARD EXPENDITURE

Just a kindly reminder that all fleet cards are centralized to the Assets Office.

Employees are not allowed to utilize petrol cards without the supervision of an official from the Assets Office.

Schedule is as follows:

Day	Town	Time
Tuesday	Zastron	08:30 - 09:30
	Rouxville	10:30 - 11:30
	Smithfield	08:30 - 09:30
Fridays	Zastron	08:30 - 09:30
	Rouxville	09:30 - 10:30
	Smithfield	11:30 - 12:30

The Assets Office will only deviate from scheduled times in case of emergencies when authorization from the respective Director is received.

Hope you all receive the above in order.

Regards

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 Mr. S Selepe
 Municipal Manager