

Mbizana Local Municipality



TO : Senior Manager Corporate Services
FROM : Manager Admin Support & Auxiliary Services
DATE : 12 August 2020
SUBJECT : Municipal Cleaning Material

The above matter bears reference

PURPOSE

To request the support of the Municipality by offering financial assistance

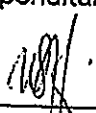
BACKGROUND: In order to adhere to occupational Health & Safety acts (85 of 1993) which are to provide for the health and safety of the person at work, the municipality facilities need to be adequate clean and well maintained all the time. To fulfil these functions, House Keeping section needs to be well equipped with cleaning material and working tools.

RECOMMENDATION: It is on the above background that we request your good office to approve purchasing of cleaning material as it urgently needed by the Auxiliary Services Section.

Specification For Cleaning Material

QUANTITY	DESCRIPTION	SIZE
20 BALES	BLACK GARBAGE	40 MICRONS
20 BOXES	BLUE LATE GLOVES	30 MEDIUM & 20 LARGE
10	PINE GEL	25L
100 BALES	TOILET PAPERS	2PLY
03	EXTENSION CORD	20M

Project: Operational Municipal running cost, **Function:** Administrative Support & corporate Services, **Item:** Expenditure inventory consumed material, **Segment:** Cleaning Material 1010260070.


Ms. N.S. Rabie
Manager Admin Support & Auxiliary Services

Confirmation Budget


Ms. Z. Mphahlele
Budget & Reporting Manager
13/08/20

Approved by:


Mr. Z. Gwala
SNR Manager Corporate Serv