



MOPANI DISTRICT MUNICIPALITY

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Office of the Chief Financial
Officer

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Ref: 10/3/3

Date: 07 December 2015

To: ALL SERVICE PROVIDERS

From: The Chief Financial Officer
Mopani District Municipality

**SUBJECT: CLOSING DATE OF MUNICIPAL OFFICES FOR FESTIVE
SEASON**

Purpose

The purpose of this memo is to communicate the closing date of the municipal offices for the festive seasons.

Background

Staff in the finance section will be closing for festive season and as a result will be not be working until 04 January 2016.

The outstanding requisitions, orders and invoices must be finalised by the 14th December 2015.

Motivation

All suppliers with outstanding order and/or invoices must please contact the SCM and expenditure units respectively before the 15th December 2015. Failure to do so will result in orders and/or invoices finalised in January 2016 when municipal officials return from leave.

Conclusion

We urge all service provided to take urgent note of this memo for avoid inconveniences.

Banking on your cooperation.

Kind Regards,


Kgatla Q
Chief Financial Officer