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## **CIRCULAR NUMBER 28 of 2023**

**TO : DISTRICT DIRECTORS  
CIRCUIT MANAGERS  
PRINCIPALS OF PUBLIC SCHOOLS  
SCHOOL GOVERNING BODIES**

### **REQUISITION OF THE 2024 ACADEMIC YEAR SCHOLASTIC STATIONERY**

It is essential that every learner be supplied with appropriate scholastic stationery at the beginning of each academic year. In preparation for the 2024 School year, the Department will issue and collect school requisitions for stationery through Bongani Rainmaker from the 31<sup>st</sup> July 2023 to 04<sup>th</sup> August 2023. Requisitions must be submitted to the circuits for final authorization.

Requisitions will be ready for Issuing, completing and collecting at the circuit offices by 31 July 2023. Schools that missed the collection deadline may scan and submit the requisitions via email, as per attached guidelines. The capturing of the requisitions shall take place between 07<sup>th</sup>–11<sup>th</sup> August 2023. Requisitions that missed the submission deadline will be excluded from the procuring and delivery of scholastic stationery material for 2024 Academic year.

Bongani Rainmaker will utilize the central venue to do the capturing without schools not being present. The captured requisition version will then be emailed to the circuit offices for dissemination to their schools. Attached to this circular, is the template schools will use for submitting learner data to Bongani Rainmaker together with the guidelines on how to populate the template.

Circuit managers are requested to monitor the submission of the requisitions from the schools and authorize the requisitions prior to preparing them for collection. Please note that no school order will be processed without verification and approval by the Circuit Manager. Let us all please comply so that stationery is ordered and delivered on time.

**MRS. LH MOYANE**  
**HOD: EDUCATION**

**26 July 2023**  
**DATE**