

All communications should be addressed to  
"The Secretary for Education Sport and Culture"  
Telephone: 734051/59 and 734071  
Telegraphic address : "EDUCATION"  
Fax: 794505



Ref: C/269/1

Ministry of Education Sport and  
Culture  
P.O Box CY 121  
Causeway  
Zimbabwe

3 August 2000

**FINANCE CIRCULAR MINUTE NO. 12 OF 2000**

**DISTRIBUTION**

REGIONAL DIRECTORS  
HEADS, GOVERNMENT SECONDARY SCHOOLS  
HEADS, GOVERNMENT PRIMARY SCHOOLS  
DIRECTOR, AUDIO VISUAL SERVICES  
EDUCATION SERVICES CENTRE

**ANNUAL RETURNS OF SAFES AND STRONGROOMS**

**The copies of the relevant form are attached which must be competed giving details of all safes and/or strongrooms held by you.**

After completion one copy should be returned by you for record proposed and two copies forwarded to :

The Secretary for Education, Sport and Culture  
(Supplies Branch)  
PO Box CY121  
Causeway

to arrive not later than 29 October 2000.

  
P. Ganya

UNDER SECRETARY (Revenue and Supplies)

**For: SECRETARY FOR EDUCATION, SPORT AND CULTURE**

(1) DESCRIPTION	(2) CAT. NO. (19...)	(3) QUANTITY		(4) A OR R	(5) REASON FOR REQUEST	(6) EO REC.	(7) H/O USE
		O/H	REQ.				

**EDUCATION OFFICER'S CERTIFICATE**

Signed: \_\_\_\_\_

I certify that I have examined the above requests in detail and that the quantities shown in column 6 are recommended by me.

Signed: \_\_\_\_\_

\_\_\_\_\_  
HEAD OF SCHOOL

Signed: \_\_\_\_\_  
Designation: \_\_\_\_\_

\_\_\_\_\_  
REGIONAL DIRECTOR/  
HEAD OF DEPARTMENT

(DATE STAMP)

(DATE STAMP)

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Designation:

REGIONAL DIRECTOR/  
HEAD OF DEPARTMENT

(DATE STAMP)

(DATE STAMP)

