

All communications should be addressed to  
"The Secretary for Education, Sport and Culture"  
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MINISTRY OF EDUCATION,  
SPORT AND CULTURE  
P.O. Box CY 121  
Causeway, Harare  
Zimbabwe

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**FINANCE CIRCULAR NO. 3 OF 1999**

**DISTRIBUTION**

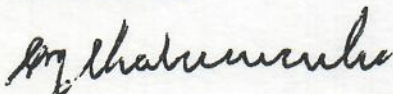
The Regional Directors  
Heads of Government Primary Schools  
Heads of Government Secondary Schools  
The Comptroller and Auditor General (10 Copies)

**PROCEDURE FOR ACQUIRING GOODS AND SERVICES**

The addresses are reminded that the School Services Fund is also guided by the Tender Board Procedures.

Goods and Services should be secured from Service Procedures who have been contracted by the Tender Board unless otherwise e.g. printing and stationery should only be obtained from the Department of Printing and Stationery as long as it is their stock item. They should be treated like any other supplier where schools will be expected to make their payment.

The Tender Board Resolutions have already been sent to all regions who are expected to make them available to all Government Schools. This Circular should be read together with Treasury Circular No. 17 of 1998 dated 14 October 1998; which has been circulated to all the above addresses.



G.M. Chabururuka  
Under Secretary (Revenue and Supplies)  
for: **SECRETARY FOR EDUCATION, SPORT AND CULTURE**