



the dr&pw

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Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENTAL APPLICATION FOR A  
3G DATA CARD**

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### 1. REQUIREMENTS

This application must be completed by the applicant, recommended by the responsible Programme Manager and with confirmation from the Management Accounting Unit that there is budget available.

The application must comply with the departmental policy on the utilization of 3G Data Cards.

### 2. DETAILS OF THE APPLICANT

Name:	
Surname:	
Rank:	
Post:	
Persal number:	
Programme:	

### 3. MOTIVATION AND QUALIFYING CRITERIA

CRITERIA	MOTIVATION
1. Why is the 3G cards vital and necessary for the officials duties?	

CRITERIA	MOTIVATION
2. What will the financial implications be?	

**4. DECLARATION**

I, the undersigned declare that I have read and undertake to fully comply to the Departmental Policy regarding the utilization of 3G Data Cards.

I agree that the 3G Data Card can be withdrawn immediately if found that the 3G Data Card is not being used according to the policy.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

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**5. APPROVAL AND RECOMMENDATIONS**

**5.1 RECOMMENDED/ NOT RECOMMENDED**

\_\_\_\_\_  
**PROGRAMME MANAGER**

\_\_\_\_\_  
**DATE**

**5.2 BUDGET AVAILABLE/NOT AVAILABLE**

\_\_\_\_\_  
**DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING**

\_\_\_\_\_  
**DATE**

**5.3 APPROVED/NOT APPROVED**

\_\_\_\_\_  
**HEAD OF DEPARTMENT**

\_\_\_\_\_  
**DATE**

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## **5. POLICY REVIEW AND AMENDMENT**

- 5.1 This policy is effective from date of signature.
- 5.2 The assessment to determine the effectiveness and appropriateness of this policy will be done five (5) years after its effective date. The assessment could be performed earlier, to accommodate any substantial structural or other organizational changes at the Department or any change required by law.
- 5.3 If and when any provision of this policy is amended, the amended provision will supersede the previous one.
- 5.4 Deviations from this policy must be approved by the Accounting Officer. If and when this policy or any provision thereof is amended, the amended policy or provision thereof will supersede the previous one.

DEPARTMENT OF ROADS AND PUBLIC WORKS  
APPLICATION FOR A 3G DATA CARD

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✓  
6. This policy is Approved / ~~Not Approved~~  
Comments:

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.....

  
ACCOUNTING OFFICER

5-3-19  
DATE