



PROVINCIAL TREASURY

Ref No.: 10/4/6/3/7 (TC/LP 19/21/2021)
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**TO: THE DIRECTOR-GENERAL: OFFICE OF THE PREMIER
ALL ACCOUNTING OFFICERS: LIMPOPO PROVINCIAL DEPARTMENTS
ALL CHIEF FINANCIAL OFFICERS: LIMPOPO PROVINCIAL
DEPARTMENTS**

LIMPOPO PROVINCIAL TREASURY CIRCULAR NO 03 OF 2022/23 FY

**TIMEOUS PAYMENT OF ALL ACCOUNTS (UNDISPUTED TRANSACTIONS) DUE
TO DINERS CLUB: TC/LP 19/2/2022: TRAVEL LODGE CARD SERVICES: ALL
PROVINCIAL DEPARTMENTS**

1. PURPOSE

The purpose of this circular is to remind all Provincial Departments to ensure that all accounts (undisputed transactions) due to Diners Club are paid timeously.

2. BACKGROUND

- 2.1. Limpopo Provincial Treasury signed a contract with Diners Club for the provision of Travel Lodge Card Services to Limpopo Provincial Departments.
- 2.2. Subsequent to the signing of the agreement, Standard Operating Procedure and process flow chart were developed, which culminated into several sessions conducted to capacitate Provincial Departments and the appointed Travel Management Companies (TMCs) with regard to the implementation of Travel Lodge Card Services.
- 2.3. All Provincial Departments and the TMCs were notified of the effective date with regard to the use of Travel Lodge Card facility, the 4th April 2022 as per the attached annexure "A".
- 2.4. It is against this background that all Provincial Departments are reminded to ensure that all undisputed transactions that are due to Diners Club are paid timeously.

3. IMPLICATIONS OF FAILURE TO PAY DINERS CLUB ACCOUNT ON TIME

Failure to pay all undisputed transactions may result in Departments being charged interests and ultimately culminate to the suspension of the travel lodge account which must be avoided at all times.

4. DIRECTIVE TO PROVINCIAL DEPARTMENTS

All Provincial Departments are therefore directed to ensure that:

- 4.1. all undisputed transactions due to Diners Club are paid timeously
- 4.2. all disputed transactions are dealt with as stipulated in the Standard Operating Procedure for Travel Lodge Card Services. Refer to annexure "B".
- 4.3. statements are viewed on daily basis from Diners Club on-line Advantage System to enhance timeous reconciliation of transaction.

5. APPLICABILITY

This circular is applicable to all Provincial Departments within the Limpopo Provincial Administration.

6. EFFECTIVE DATE FOR IMPLEMENTATION

The effective date of the circular is the date of signature.

7. DISSEMINATION OF INFORMATION CONTAINED IN THIS CIRCULAR

Accounting Officers are requested to bring the contents of this circular to the attention of all officials within their Departments.

8. NOTIFICATION TO THE AUDITOR - GENERAL AND AUDITABILITY OF THE CIRCULAR

The Auditor-General will be notified of the contents of this circular and the contents thereof will be subject to audit.

9. CONTACT OFFICE

Chief Director: Provincial Supply Chain Management

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Mr G.C PRATT CA (SA)
HEAD OF DEPARTMENT

20 June 2022

DATE