



CHIEF DIRECTORATE: RESOURCING AND SCHOOL ADMINISTRATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Mr M.C SANDI. Tel: 040 608 4034. Fax :040 608 7454. Email: Mbuyiseli.sandi@ecdoe.gov.za Website:
www.ecdoe.gov.za

CIRCULAR NO: 6 OF 2023

**TO : ALL SCHOOL PRINCIPALS
ALL CIRCUIT MANAGERS
ALL DISTRICT DIRECTORS
CLUSTER CHIEF DIRECTORS
SCHOOL GOVERNING BODIES**

**FROM : HEAD OF DEPARTMENT: EDUCATION
DR S NUKU**

SUBJECT : PROHIBITION OF THE USE SCHOOL BANK CARDS

DATE : 09 OCTOBER 2023

1. On the 28 October 2021, the Eastern Cape Department of Education for the first time in its schooling system approved the school banking policy.
2. The purpose of the school banking policy is to guide School Governing Bodies in the management of banking of school funds and any other financial resources received as per the directions of the approved banking policy.
3. The introduction of the school banking policy was also necessitated by the phasing out of cheques by the banking institutions. Schools were made to migrate to the electronic banking and were given an option to obtain debit cards.
4. The use of the debit cards by some schools created serious audit challenges like purchasing of unprocured goods, unaccounted spending, unlimited use of debt cards

to petrol filling stations and uncontrollable access to these cards.

5. To control and prevent the misuse of school fund through access of debit cards the Eastern Cape Department of Education reaffirms its position to enforce the prohibition of the use of bank cards by all public ordinary schools.
6. A governing body may make motivation through a submission to the Head of Department for approval to use the debit card.
7. Such submission must be lodged in writing in the office of the Head of Department and must state:
 - 7.1 Full details of the nature of the transaction to be exempted from banking policy enforcement.
 - 7.2 Whether the school finance committee has authorised the transaction for purchase of goods or services.
8. School and SGB must note that use of bank cards is prohibited unless approved by the Head of Department.

Yours in Quality Education



DR S. NUKU
A/HEAD OF DEPARTMENT: EDUCATION

31.10.2023
DATE