



MEMORANDUM

TO: DDGS
CHIEF DIRECTORS
DIRECTORS
DISTRICT DIRECTORS
CMC HEADS
PRINCIPALS
EDUCATORS
ALL DEPARTMENTAL EMPLOYEES

FROM: HEAD OF DEPARTMENT

DATE: 3rd MARCH 2026

SUBJECT: GUIDELINES ON DEPARTMENTAL LAPTOPS

1. Purpose

This memorandum aims to provide clarity regarding the guidelines on departmental laptops, addressing the following:

- Laptops that have now reached the end of their useful economic life as they have been in use for over five (5) years but are still in a working condition.
- Reported lost/damaged laptops
- New laptops (laptops with less than 5 years of economic useful life)
- Exit benefit

2. Background

- 2.1. In 2017, the department procured laptops in bulk to ensure that employees had the necessary tools to perform their duties effectively and efficiently. These laptops, currently over five years old, are considered to have reached the end of their useful life.
- 2.2. Subsequently, on 02 February 2026, the Head of Department approved the Asset Management Policy, which took effect on 3rd February 2026, superseding all previous policies and circulars on the management of departmental assets.

3. Policy Provisions

- 1.1. Paragraph **10.10** of the approved Asset Management Policy states Assets that were procured in 2017 are considered for write off/disposal due to reaching the end of their economic useful life.
- 1.2. Consequently, these laptops will **not be deducted or claimed from officials or educator's exit benefits**. However, the necessary disposal process must still be followed by the relevant authorities (principals of schools/ Districts & Head office). Once a laptop reaches its useful life (5 years) and it is still in good working condition, **the official will continue to use the laptop until a new laptop is issued by the department (budget allowing/availability), then the old laptop will belong to the official.**
- 1.3. **For assets lost/damaged after 60 months from the date of purchase by the Department, the official will not be liable for the payment of the laptop.**
- 1.4. On loss of new laptops, kindly refer to **paragraph 6.9.1 to 6.9.5** of the approved Asset Management policy.

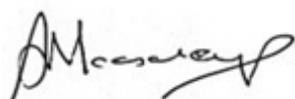
4. Clarification

- 4.1. This internal memorandum clarifies that laptops issued to departmental employees in 2017 are considered for write-off/disposal due to reaching the end of their useful life.
- 4.2. Consequently, these laptops will **not be deducted or claimed from officials' or educator's exit benefits.**

For further clarity on this communication, kindly contact the Asset Management Unit.

Thank you for your cooperation.

Yours in Education and Good Governance.



MS S.A. MAASDORP
HEAD OF DEPARTMENT

GUIDELINES ON DEPARTMENTAL LAPTOPS