

CT 2137/99

Contracts Circular N° 19/99

Department of Contracts
Notre Dame Ravelin
Floriana

18th March 1999

To Heads of Department
and Parastatal Bodies

Inventory / Ledger Sheets (GS 111, 112, 131 and 132)*

Requests have again been received at this Department for the supply of the forms in caption.

Heads of Department and other accounting officers who require these forms are to submit a request in writing (not an SRIV) indicating the type and number they need and should address their request to Mr. Mario Borg of the Procurement Section at this Department.

Heads of Departments are to ensure that all sections or branches falling within their department are provided with a copy of this circular so that they can notify us of their requirements on time. These requirements should cater for all their needs for the next five years.

These returns must reach this Department by the 30th March 1999. This deadline should be strictly observed as it will not be possible for us to accept late requests due to the logistical problems involved.

The procedure for the collection of and payment for the forms ordered by each Department will be communicated to you after all returns in reply to this circular are received and the relevant costs duly assessed.

J V Spiteri
Director of Contracts

*GS111 - Stores Ledger Sheet
GS112 - Inventory Distribution Sheet
GS131 - Inventory Ledger Sheet

GS132 - Inventory for Special Items