 **THE UNIVERSITY OF ZAMBIA**

**CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGIES**

***Internal Memorandum­­­­­­­­­­­­­­­­***

**TO :** Senior Administrative Officer, CICT

**FROM:** Acting Director - CICT

**DATE :** 20th August, 2021

**SUBJECT: STATIONERY**

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I hereby write to inform you that as your office receives stationery, make sure that it is properly documented and that whenever you have to lend or borrow from other offices or people, a request should be made to my office for approval before the lending or borrowing takes place. All issuance of stationary and any other item (stock) in your custody should be signed for by the recipient. Additionally, ensure that the following offices be given boxes of paper instead of reams to avoid stalling of work whenever you are not in the office.

* CTU, Centre of Excellence in particular
* The help desk office as it caters for all the offices in terms of printing
* Director’s office.

Further, provide a monthly stock inventory report to my office. This should show, what you have received, disbursed and the balances for the month.

Take this as an official directive.

Thank you.

**Danny Leza**

**CC: File**

**Registrar**