How to Acquire the signature of Property and Supply Officer in the Clearance

1. School Clearance
2. Certificate of Cancellation and Certificate of Acceptance. Downloadable in the sdoneassetmanagement.com. Note that there are 2 documents in the downloaded file. You need to provide both. The certificate of acceptance is in the 2nd page of the file. Both the incoming and the outgoing must sign the paper. If there are no school head at the school at the moment, the incoming school head signatory shall be temporarily signed by the property custodian. The moment the school has a designated school head, the certificate of acceptance shall be made again.
3. RPCI – consists of semi expendable items below 50k value. Each classification existing in the system shall be declared in the RCPI. Example – 1 file for all the OFFICE equipment, IT equipment, etc. DCP batches must be included.
4. RCPPE – Semi Expendable items amounting to more than 50k. Buildings and Land in the school shall be declared.
5. Bring the following in the property and supply office when you need the signature of property and supply head.