



Llywodraeth Cymru
Welsh Government

Our ref: ATISN 10603

Date: 19 August 2016

Dear ,

Request for Information – ATISN reference 10603 – procurement card information

Thank you for your request which was received by the Welsh Government on 24 June 2016 (a copy of which I have included at Annex 1 to this letter).

In response to the recent publication of Welsh Government procurement card expenditure within the article you refer to, you have requested the following recorded information:

the original receipts/invoices data for each transaction listed within the publication.

The Welsh Government is unable to release original procurement card receipts as they are master records which need to be retained for agreed retention periods to comply with HMRC and Audit rules and regulations. I have therefore determined that to provide copies of the information requested would cost more than the appropriate limit established in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 to consider your request and because of this the regulations allow me to refuse to deal with it. The appropriate limit specified for central government is £600.

When calculating whether or not your request exceeds the appropriate limit, I am allowed to consider the time it is likely to take to establish if we hold the information, then to locate, retrieve and then extract the information. If these tasks are estimated to take more than 24 hours of working time, the limit will have been exceeded.

It is the responsibility of each procurement card holder to retain on a registered file all original receipts and supporting documentation for each purchase they make on their card. During 2015-16 there were 10,436 card transactions with the receipts retained on 236 separate cardholder registered files. Cardholders are based in various locations across Wales and also in overseas Welsh Government offices. In addition to this, 2,032 receipts relating to purchases made with the procurement card lodged with our stationery provider are retained by the 135 stationery officers who are also in various offices across the Welsh Government estate.

To coordinate and provide the information you have requested will require us to locate and collect the 236 cardholder files plus the 135 stationery officer files and manually remove and copy each individual receipt. It is estimated that it would take 1 minute to locate and retrieve each receipt. It is

these numbers that have been used to estimate the total time it would take to provide the information requested 12,468 receipts x 1 minute = 207.8 hours.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

or

Email: FreedomOfInformationOfficer@wales.gsi.gov.uk

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely