



Scotland Office

An Oifis Albannach

1 Melville Crescent
Edinburgh EH3 7HW

Telephone: 0131-244 [REDACTED]
Website: www.scotlandoffice.gov.uk

Your ref: n/a
Our ref: FOI DB 522

23 January 2013

Dear [REDACTED]

FREEDOM OF INFORMATION REQUEST – GPC CARDS

Thank you for your recent request for information under the Freedom of Information Act 2000, received on 22 January, as follows:

I would like to request details of all government procurement cards issued to special advisers working in the department including:

- 1) The number issued*
- 2) Any limits on their use (weekly maximums and / or conditions of use)*
- 3) details of all transactions made in the last six months*

One special adviser in the Scotland Office has the use of a government procurement card. Since issue in 2011, it has been used on 12 occasions for accommodation and travel purposes.

The card is subject to a single transaction limit of £500 and a monthly limit of £5000. Costs incurred must be consistent with propriety guidance and are regularly checked and audited by officials in line with good accounting practice.

A breakdown of the costs is included in the table below.

Date	Travel/ Accommodation Detail	Amount
Feb-11	The George Hotel, Edinburgh	£195.70
Mar-11	The George Hotel, Edinburgh	£85.00

Jun-11	The George Hotel, Edinburgh	£85.00
	Menzies Hotel, Aberdeen	£75.00
Jul-11	Holiday Inn, Milton Keynes	£87.00
Sep-11	The Roxburghe Hotel, Edinburgh	£95.00
Feb-12	Menzies Hotel, Glasgow	£20.95
Sep-12	Days Hotel, London	£169.00
Dec-12	Ibis Blackfriars, London	£297.95
	Thon Hotel, Brussels	£170.55
	United Airlines	£263.17
	Air Canada	£16.00
	Total	£1,560.32

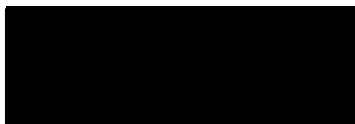
If you are dissatisfied with the decision made in relation to your request you may ask for an internal review. A request for an internal review should be addressed to:

FOI Officer
1 Melville Crescent
Edinburgh
EH3 7HW

If you are not content with the outcome of the internal review you have the right to apply directly to the Information Commissioner for a decision. The contact details are:

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

Yours Sincerely,



Scotland Office