

Dear Freedom of Information Officer

I am writing to request details under the Freedom of Information Act on GPC Visa purchasing cards spending. I am requesting a copy of transaction data held by the authority through Management Information systems showing basic/Level 1, Level 2 or Level 3 data for all cards over a period of six years.

More specifically I am requesting the following:

- 1.a) For the year 2010/11, the total amount spent using GPC Visa purchasing cards.
- 1.b) A copy of the Management Information data for each card showing the highest level of data held, from Basic/Level 1, Standard/Level 2 or Enhanced/Level 3, to provide details of all transactions.
- 2.a) and b) The same for 2009/10
- 3.a) and b) The same for 2008/09
- 4.a) and b) The same for 2007/08
- 5.a) and b) The same for 2006/07
- 6.a) and b) The same for 2005/06

Please note, it states on the Office of Government Commerce (OGC) website in Frequently Asked Questions

([http://www.ogc.gov.uk/government\\_procurement\\_card\\_gpc\\_gpc\\_frequently\\_asked\\_questions.asp](http://www.ogc.gov.uk/government_procurement_card_gpc_gpc_frequently_asked_questions.asp)):

At point 8 – “Management Information... provides details of every transaction. A clear audit trail exists for every user and all their transactions.” It adds that : “The type and format of Management Information you receive will depend on the GPC Visa Bank you have selected to provide you with your GPC Visa programme. These electronic files will contain information that allows scrutiny of transactions and identify Cardholders who have used their GPC Visa, what they purchased, the Merchants they have purchased from, and how much they have spent. This information will provide a clear audit trail to monitor GPC Visa use and help to ensure compliance with policies and procedures.”

At point 31 – “Level 1. All Visa Merchants are defined as being minimum of credit card capable, also referred to as basic or Level 1. This will involve the use of a terminal that will deliver only basic GPC Visa Card transaction data (ie name of cardholder, date of transactions, supplier name, and total amount spent as a minimum.)

“Level 2. Visa Merchants that operated terminals capable of Summary VAT (also sometimes referred to as Standard or Level 2) provides a consolidated description of the items purchased and will also show the VAT amount separately. A GPC Visa transaction through this type of terminals is acceptable as VAT evidence up to a value of £5,000 inclusive of VAT.

“Level 3. Visa Merchants that operate terminals capable of Line Item Detail (also sometimes referred to as Enhanced or Level 3) typically requires additional software to deliver the enhanced data with the transaction data, including evidence for VAT and providing line by line description of each item purchased along with itemised VAT amounts.”

The OGC's executive agency Buying Solutions, the national procurement partner for all UK public services, states on its website (<http://www.buyingsolutions.gov.uk/categories/eCommerce/epayments/gpc2/aboutgpc/>):

“Improved management information allows users to monitor and evaluate purchasing activity...” and “There are a wide range of important benefits to be enjoyed by using the Government Procurement Card, for users and suppliers alike. In summary GPC programmes.... Generate invaluable management information about individual procurement activity and purchasing patterns. Promote financial transparency and accountability.”