

Dear [REDACTED]

**FREEDOM OF INFORMATION**

Thank you for your e-mails to the Scotland Office of 29 October 2013.

You asked for the following information under the Freedom of Information Act 2000:

1.) *How many Christmas trees (real or artificial) did the department purchase last year (calendar year 2012) for display on the department's premises? ("Christmas trees" to be defined in the traditional sense, i.e. real or artificial fir trees used for traditional festive decorative purposes)*

2.) *Of the Christmas trees purchased, what was the total cost to the department of each tree as invoiced by the supplier?*

3.) *Were any of these Christmas trees purchased using a dedicated e-procurement platform, as opposed to a traditional paper-based invoicing process?*

4.) *How many of the aforementioned Christmas trees purchased for the Department's premises (please see previous email) were disposed of after use, as opposed to being stored for future use?*

The Scotland Office purchased one 'real' Christmas tree for its London Headquarters in the calendar year 2012 at a cost of £59.99, which was disposed of after use. The Scotland Office paid for the Christmas tree by means of a traditional paper-based invoicing process.

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

If you have any queries about this letter please contact me.

Yours Sincerely  
[REDACTED]