



University of East Anglia

Information Services Directorate

The Library
University of East Anglia
Norwich Research Park
Norwich NR4 7TJ
United Kingdom

Email: foi@uea.ac.uk
Tel: +44 (0) 1603 593 523
Fax: +44 (0) 1603 591 010
Web: <http://www.uea.ac.uk>

01 December 2017

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-269)

We have now considered your request of 02 November 2017 for the following information:

I am writing to you under the Freedom of Information Act 2000 to request the following information:

- 1. How many University of East Anglia procurement cards and/or corporate credit cards (or equivalent purchase cards) are currently in active use?*
- 2. Have you had an internal audit of card spending since 01/01/2012? If so, please provide any reports(s) written as a result of these audits.*
- 3. A copy of University of East Anglia's current purchase card policy*
- 4. If any procurement/corporate credit card holder has been reprimanded for its usage or had a transaction queried for validity since 01/01/2012, please provide the details (redacted if necessary).*
- 5. The name of the bank(s) or organisation(s) who provide your procurement cards/purchase cards/corporate credit cards.*
- 6. The following spending details on all Procurement Cards/Corporate Credit Cards and any other payment cards in .csv/.xls/.xlsx format:*
 - Posted date and occurred date (if available)*
 - Billing amount (please state how you express returns e.g. as a negative number, as a number in brackets or other variations)*
 - Merchant name (as expressed in the bank statements if available)*
 - Justification if given*

I am requesting the information for Question 6 for 2016 and 2017 so far.

Unfortunately, on this occasion it is not possible to provide any of the requested information. We have determined that the cost of finding and assembling some of the requested information will exceed the 'appropriate limit' as defined by section 12 of the Act and the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244.

The 'appropriate limit' of £450, which equates to 18 hours' work, can relate to one request in its entirety or to a series of linked requests. If the University cannot locate, retrieve and extract some or all of the requested information within the 18 hours we are not obliged to retrieve any of the requested information.

Specifically, it would require, in combination with the time required for the other elements of your request, more than 18 hours effort to locate and extract information requested in question 4 of your request. This is due to the fact that knowledge of card misuse reprimands or transaction validity queries is not held in any central location within UEA. This information would only be held by the immediate supervisor of the individual concerned. We have over 25 Schools of Study and close to 20 separate administrative units within UEA, and over 260 purchase cards currently in use. It would only require some 4 minutes of effort per card to exceed the appropriate limit and we believe that the time required would be well in excess of this.

To assist you in formulating a request to which we can respond, we can confirm that we would be in a position to provide a response to all the other elements of your request within the appropriate limit.

You have the right of appeal against this decision. If you wish to appeal, please set out in writing your grounds of appeal and send to me at the address noted in the heading to this letter.

You must appeal our decision within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia