



University of East Anglia

Information Compliance (ITCS)

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
Web: <http://www.uea.ac.uk>

[REDACTED]

23 July 2019

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_19-209)

We have now considered your request of 12 July 2019 for the following information:

‘How much has the University of East Anglia spent on Amazon vouchers for student/staff surveys/competitions or any other purpose in each the last four complete academic years:

2018-2019

2017-2018

2016-2017

2015-2016’

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 the 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 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 provide any of the information.

To explain our position, Amazon is not one of our approved vendors and therefore is not listed separately in our finance system. Any purchase from them would be made by purchase card or expense claim. UEA uses purchase cards to undertake many low value purchases, and these are likely to be the primary means by which Amazon vouchers would be purchased.

To identify purchases from Amazon we would have to undertake a manual review of each purchase card monthly invoice. There are currently 267 purchase cards in use and for 2018-19 alone we would have to review 3,204 invoices. Assuming it would take approximately 30 seconds to check each invoice, this would equate to over 26 hours of effort, exceeding the appropriate limit.

Unfortunately, given the number of purchase cards in circulation, we can see no modification of your request that would allow us to provide even one year’s worth of

data across the University. However, if you were to limit the number of invoices to be reviewed, for example by limiting the scope of the request to one department or Faculty, we might be able to respond. We cannot be any more definitive than this without knowing the exact number of cards required to be reviewed, but would be happy to discuss your requirements with you if that would be of assistance.

We should point out that any revised request you submit will be treated as a new FOI request, and the 20 working day time limit will begin again.

We are sorry we cannot provide the data you requested, but trust this letter explains our position. If you are unhappy with our response, you have the right of appeal against this decision. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 40 working days of the date of this letter. In line with section 5.3 of the UK Government's Freedom of Information Act Code of Practice, we are not obliged to accept internal reviews after this date.

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 Compliance Manager
University of East Anglia