

Freedom of Information  
Liverpool School of Tropical Medicine  
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Liverpool  
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UK  
0151 705 3782

26th September 2013

Reference: LSTM/FOI/13-002

Dear Requestor,

Many thanks for your request received on 25th September 2013 regarding procurement, debit and credit cards. Please find below the response to your enquiry.

**For each of the last five financial years I would like a break-down of every occasion a procurement card (or similar) has been used.**

**For each purchase I would like the date of the purchase, the job title of the person who made the purchase, what the purchase was, the cost of the purchase and, if possible, the reason for the purchase.**

Liverpool School of Tropical Medicine does not have procurement cards, in the sense of Government Procurement Cards, but I can confirm that it currently uses 152 credit and debit cards, in line with normal business banking procedures.

After a review of your request, the school has estimated it would take one member of staff more than 18 hours to obtain the information you require and present it in an appropriate format.

The Freedom of Information Act states that the cost of complying with a request must not exceed the appropriate limit. The appropriate limit has been specified in regulations, and for agencies outside central Government, this is set at £450.00.

This represents the estimated cost of one person spending 18 hours [at a rate of £25 per

hour] in determining whether the School holds the information, and locating, retrieving and extracting the information.

Therefore, the information you have requested is exemption from release under Section 12 of the Freedom of Information Act.

Section 12(1) of the Act provides:

(1) Section 1 does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

Should you be dissatisfied with our response, please contact us within a reasonable time (within 2 months of this response) to [roched@liv.ac.uk](mailto:roched@liv.ac.uk)

If you remain dissatisfied, you may appeal this decision to the Information Commissioner. The contact details for the Information Commissioner are Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or via the website [www.ico.gov.uk](http://www.ico.gov.uk).

Should you require any further information or assistance in this matter, please don't hesitate to contact me at the above address.

Many Thanks,

Freedom of Information Compliance Officer

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