



**TRANSPORT
SCOTLAND**
CÒMHDHAIL ALBA

transport.gov.scot

Expenditure: Electronic Purchasing Card £500 and above

Disclosures for financial years 2014/15 and 2015/16

1. Introduction

- 1.1 Since September 2013, the Scottish Government has published annually, details of Electronic Procurement (EPC) card transactions with a value in excess of £500. This is an extension of the monthly review and publication of items of expenditure over £25,000.
- 1.2 Transport Scotland reviews details of items of expenditure over £25,000 prior to publication on a monthly basis, and, in order to maintain consistency with core Scottish Government, now extends this exercise to include details, on an annual basis, of all Agency Electronic Purchasing transactions with a value of £500 and above. In addition, the same information is published retrospectively for the previous financial year.

2. Transport Scotland EPC cards

- 2.1 A total of nine staff within Transport Scotland hold EPC cards. These cards are currently held across four directorates and each of those directorates hold detailed records of the staff who have responsibility to utilise, supervise and authorise expenditure on these cards. This information is reviewed on a quarterly basis by the Finance, Corporate and Analytical Services (FCAS) Directorate, along with detailed transactions records to ensure propriety and transparency.
- 2.2 The staff with responsibility for these cards are also requested by the FCAS Directorate, on a quarterly basis, to confirm they have reviewed and are familiar with the full set of guidelines and procedures pertaining to use of these cards. They are also reminded to ensure that any changes to staff responsibilities should be reported immediately to the EPC team within core Scottish Government and to the Transport Scotland FCAS Directorate. In addition, core Scottish Government send out hierarchy requests to every card controller on record and ask that they confirm details held on file and inform of any amendments.
- 2.3 All staff keep detailed electronic transactions logs, using the Smart Data On Line (SDOL) recording system.

3. Details of expenditure

- 3.1 The total of transactions in year 2015-16, which exceeded £500 was £9,000 (2014-15: £6,000). The majority of expenditure was for training courses and purchase of small equipment.



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Transport Scotland

Finance, Corporate and Analytical Services
Buchanan House, 58 Port Dundas Road,
Glasgow, G4 0HF
info@transport.gov.scot

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