



**TRANSPORT  
SCOTLAND**  
CÒMHDHAIL ALBA

**TRANSPORT SCOTLAND  
GOVERNMENT PROCUREMENT CARD  
EXPENDITURE £500 AND ABOVE  
DISCLOSURES FOR THE FINANCIAL YEARS 2012-13 AND 2013-14**

## **1. Introduction**

1.1 In 2013, The Cabinet Secretary for Finance, Employment and Sustainable Growth, John Swinney, advised that publication of Scottish Government core Government Procurement Card (GPC) transactions of £500 and above in value would take place from 1 September of that year. This was an extension of the monthly review and publication of items of expenditure over £25,000.

1.2 Transport Scotland currently publish details of items of expenditure over £25,000 on a monthly basis. However, in order to maintain consistency with core Scottish Government and follow the Cabinet Secretary's direction, the Agency has, from financial year 2013-14 onwards, extended this exercise to include details of all Agency GPC transactions with a value of £500 and above. In addition, the same information will be published retrospectively for the previous financial year.

## **2. Transport Scotland GPC cards**

2.1 A total of nine staff within Transport Scotland hold GPC cards. These cards are held across the five directorates and each directorate holds detailed records of staff who have responsibility to utilise, supervise and authorise expenditure on these cards. This information is reviewed on a quarterly basis by the Finance Directorate, along with detailed transaction records to ensure propriety and transparency.

2.2 Staff with responsibility for these cards are also requested by the Finance 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 GPC team within core Scottish Government and to the Finance Directorate. In addition, core Scottish Government send out hierarchy requests to each card controller on record and ask that they confirm details held on file and inform of any amendments.

2.3 All staff keep detailed transactions logs, using the Smart Data On Line (SDOL) recording system.

## **3. Details of expenditure**

3.1 The total of transactions in year 2013-14, which exceeded £500 was £16,000 (2012-13: £17,000). The majority of expenditure was for training courses and purchase of small equipment.

Further copies of this document are available, on request, in audio and large print formats and in community languages (Urdu; Bengali; Gaelic; Hindi; Punjabi; Cantonese; Arabic; Polish).

اس دستاویز کی مزید کاپیاں آڈیو کیسیٹ پر اور بڑے حروف کی چھپائی میں اور کیوئی کی زبانوں میں طلب کیے جانے پر دستیاب ہیں، برائے مہربانی اس پتے پر رابطہ کریں:

এই ডকুমেন্ট-এর (দলিল) অনিহিতা কপি, অডিও এবং বড়ো ছাপার অনুর আকারে এবং সম্প্রদায়ের ভাষায় অনুবাদে মাধ্যমে পাওয়া যাবে, অনুগ্রহ করে যোগাযোগ করুন:

Gheibhear lethbhreacan a bharrachd ann an cruth ris an èistear, ann an clò mòr agus ann an cànan coimhearsnachd. Cuir fios gu:

इस दस्तावेज़/कागज़ात की और प्रतियाँ, माँगे जाने पर, ऑडियो टैप पर और बड़े अक्षरों में तथा कम्प्यूनिटी भाषाओं में मिल सकती हैं, कृपया संपर्क करें:

ਇਸ ਦਸਤਾਵੇਜ਼/ਕਾਗਜ਼ਾਤ ਦੀਆਂ ਹੋਰ ਕਾਪੀਆਂ, ਮੰਗੇ ਜਾਣ 'ਤੇ, ਆਡੀਓ ਟੇਪ ਉੱਪਰ ਅਤੇ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਕੰਮਿਊਨਿਟੀ ਭਾਸ਼ਾਵਾਂ ਦੇ ਵਿਚ ਮਿਲ ਸਕਦੀਆਂ ਹਨ, ਕ੍ਰਿਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ:

此文件有更多備份，如果需要，語音版本和大字體版本及少數種族語言版本也可提供，請聯絡：

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