



CÒMHDHAIL TRANSPORT
ALBA SCOTLAND

**TRANSPORT SCOTLAND
ELECTRONIC PURCHASING CARDS
EXPENDITURE £500 AND ABOVE
DISCLOSURES FOR THE FINANCIAL YEAR 2016-17**

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 seven staff within Transport Scotland held EPC cards in the year 2016-17. These cards are currently held across four directorates and each of those directorates retain 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 required 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 2016-17, which exceeded £500 was £15,922.44. (2015-16: £9,139.66). Much of the expenditure was for training courses and purchase of small equipment, however the increase on the previous year can be attributed to the necessity for intermittent and urgent public notices and social media information relating to road closures and diversions as the new M8/M73/M74 motorway project prepared for full opening.

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).

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