I am writing on behalf of Chris Daniels to respond to your information request:

To know which members of the council (not officers) have been issued with procurement cards. – Cllr Burbage

To know how much money members of the council have spent on their procurement cards in each financial year since they were first issued.

<table>
<thead>
<tr>
<th>Years</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>60.80</td>
</tr>
<tr>
<td>2012-13</td>
<td>491.40</td>
</tr>
<tr>
<td>2013-14</td>
<td>401.70</td>
</tr>
<tr>
<td>Grand Total</td>
<td>953.90</td>
</tr>
</tbody>
</table>

To know the proportion of transactions incurred on council procurement cards issued to members of the council have been supported by purchase orders. None that I’m aware of?

The transactions mainly relate to travel – predominantly train tickets. One of the reasons for providing PCards was to eliminate the purchase order process so small value items were easier to purchase; and would not require a purchase order.

If you are unhappy with the information we have provided in response to your request please write to:

Information Management Team Manager  
Royal Borough of Windsor & Maidenhead  
Town Hall, St Ives Road  
Maidenhead  
SL6 1RF

or send an e-mail to martin.tubbs@rbwm.gov.uk

We are proud to be one of the leading authorities in England for consistently responding to information requests within the 20 working days set down by statute. Information about our performance and summaries of requests received can be found on our website:

http://www.rbwm.gov.uk/web/foi_information_requests.htm

We are keen to hear about your experience with the Information Management Team here at the Royal Borough of Windsor & Maidenhead and look forward to receiving any comments you have about the way your information request was processed.

Please send any feedback to the Information Management Team Manager either by e-mail martin.tubbs@rbwm.gov.uk or in writing to the address above.

Yours sincerely
Information Management Feedback Form

FOI65700

1) How would you rate our performance in relation to processing your request:
   Excellent  Good  Fair  Poor

   If you have answered Fair or Poor please suggest how we can improve:

2) Did you receive the response to your request within the advised timescale?
   Yes/No

3) Did the response meet your needs? Yes/No
   If No, why was that?

4) Prior to submitting your request did you search RBWM's website? Yes/No
   If Yes, why did you then need to submit a request (Highlight all that apply)?
   - Information required not found
   - Information found out of date
   - Information not in required format
   - Information insufficient to meet need
   - Other please specify:
If No, why was that?

5) Please add any further comments that would help us improve our service:

Thank you for taking the time to complete this form – your feedback is appreciated.