

William Armstrong
request-4434-e786e73d@whatdotheyknow.com

2 December 2008

Our Ref: FOI 2008/148 – F0045669

Dear Mr Armstrong,

Re: Freedom of Information (Scotland) Act 2002 – Request for Information

Thank you for your email which was received by the University on 28 November 2008 timed 2346 hours, requesting information about:

Can you please send me details of expenditure by the Principal's Office for the year ended 31 July 2007 and the year ended 31 July 2008.

Specifically the information that I am seeking is as follows:

Date of Expenditure; Amount of Expenditure; Payee; Description of Expenditure; Glasgow University Expenditure Code; Meaning(Narrative) of Glasgow University Expenditure Code.

As the University of Glasgow is a Scottish Public Authority, your request is subject to the terms of the Freedom of Information (Scotland) Act 2002 ("FOISA"). The University acknowledges receipt of your request and confirms that it will respond to you under the terms of FOISA and within the time scales required by FOISA. The Freedom of Information Office will contact you if we require any further information.

Please note the following advice from the Scottish Information Commissioner's website:

"The Act says that a request must include the name of the applicant and an address for correspondence. The Commissioner has confirmed that an e-mail address is sufficient when you are asking for information. However, if you send your request by email, you must give your name in the body of the email to fulfil the requirement that the name of the applicant is

given. Even if your name appears in your email address (e.g. john.smith@hotmail.com) you must add your name to the text of your request, so that it is clear who the email is from.

You must give your real name, as the public authority does not have to answer your request if you have used a false name or pseudonym. The Commissioner will not be able to carry out an investigation if he finds out that you have used a false name.

If you have particular reasons for not wanting to reveal your identity to the public authority, you should ask a friend or family member to make the request for information.”



The information that you supplied with your Request for information will be entered into a filing system and will only be accessed by authorised persons of the University of Glasgow or its agents. The information will be retained by the University and will only be used for the purpose of (a) processing your Request for information, and (b) for statistical and audit purposes. By supplying such information you consent to the University storing the information for the stated purpose. The information is held by the University in accordance with the provisions of the Data Protection Act 1998.

Yours sincerely,

Data Protection and Freedom of Information Office