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11 May 2012

**Our Reference: FOI 999**

Dear Gerry Hallright,

In response to your Freedom of Information request I have pleasure in providing the information below:

How many credit cards or debit cards are issued to the Trust?

- 11 purchase cards are currently issued

If there are such cards, are they registered to an individual e.g. the Director of Finance or others?

- Cards are registered to individuals

Is there guidance or a procedure showing the circumstances under which any cards can be used?

- Yes

From what statement dates are the individual transactions for each card held?

- Statements are issued on the 8<sup>th</sup> of the month

If you feel your enquiry has not been dealt with appropriately please refer any complaints to the communications department which will initiate an internal complaint procedure. Complainants who remain dissatisfied with the Trust at the end of the internal complaint procedure have the right to take their complaint to the Information Commissioner.

Yours sincerely,

Cara Barrett  
Communications Assistant