

Request Reference: FOI/034/22

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Information requested:

I am contacting you at The State Hospital to request payment data.

I am requesting information on all payments to external suppliers for purchases of goods and services between 2021-01-01 and 2021-12-31.

What is requested is a list of these payments, ideally in Microsoft Excel format, which contains as much of the following information for each payment as possible.

- Supplier name
- Amount paid, excluding VAT
- Payment date (or some other relevant transaction date)
- A unique invoice-id or a transaction-id number for each payment.
- Some description of the nature of the expense

I am not asking you to do manual time consuming compiling. I am only asking for an extract from your accounting software with as much of the above stated information as you can conveniently and reasonably provide.

Response:

We have enclosed a spreadsheet with most of the information you have asked for. We have omitted a description of the expense, as this would require cross-referencing the transaction reference to find the original purchase order or invoice, which would need to be done manually.