



16-E-354, LCO-01

8 November 2016

T Benseman

By email: fyi-request-4747-0e525770@requests.fyi.org.nz

Tēnā koe

OFFICIAL INFORMATION REQUEST

I refer to your official information request dated 12 October 2016 for the following:

“Please provide all details relating to cash withdrawals or cash distributions over \$99 made by DOC staff. What was the cash used for in each instance and who was it given to? Am interested in withdrawals between 1/1/2014 and 10/10/2016.”

I am declining to provide this information under section 18(f) of the Official Information Act as the information requested cannot be made available without substantial collation or research.

However, I am able to advise that the Department’s financial management policy for expenditure to deliver its outputs is predominantly by Bank transfers (Direct Credit) or Purchasing Card. Cash withdrawals are not permitted by purchasing card.

Cash withdrawals and cash distributions are only made through petty cash and average around \$40 per transaction. They are mainly made to reimburse staff for low value administrative expenses, or for koha.

You are entitled to seek an investigation and review of my decision by writing to an Ombudsman as provided by section 28 (3) Official Information Act.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Geoff Tilbrook'.

Geoff Tilbrook
Director, Finance