

# PURCHASING CARD AND BUSINESS TRANSACTION ACCOUNT EXPENDITURES

DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST  
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

**DIRECTIVE:** 05-2020

**SUBJECT:** **Disclosure of Summaries of Purchasing Card and  
Business Transaction Account Expenditures**

**AUTHORITY:** This directive is issued under section 71.1 of the *Freedom of  
Information and Protection of Privacy Act*.

**APPLICATION:** This directive applies to all ministries.

**EFFECTIVE DATE:** December 15, 2020.

## **Minister of Citizens' Services**

### **Directive to all Ministries issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act***

Under section 71.1(1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Lisa Beare, Minister of Citizens' Services, establish the following as a category of records that is available to the public without a request under that Act:

#### **Summaries of Purchasing Card and Business Transaction Account Expenditures.**

Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) Quarterly summaries of purchasing card and business transaction account expenditures must be registered in the BC Data Catalogue and made accessible as open data under the Open Government License of British Columbia on a quarterly basis not later than 45 calendar days after the end of each quarter.
- (2) Quarterly summaries must include, at a minimum, the following information about purchasing card and business transaction account summaries:
  - a) Name of the ministry;
  - b) Name of the merchant;
  - c) Number of transactions;
  - d) Net amount of the expenditure; and
  - e) City and province of the merchant (if available).
- (3) In order to meet the timelines specified in (1):
  - a) The Procurement Services Branch, Ministry of Citizens' Services must provide to each Ministry its respective summary not later than 12 calendar days after the end of each quarter; and
  - b) Ministries must approve and return the summaries to the Procurement Services Branch not later than 22 calendar days after the end of each quarter.

This Directive is effective as of December 15, 2020.

December 15, 2020  
Date



Minister of Citizens Services