

FOI REF: 26/394

8<sup>th</sup> July 2026

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Further to your recent request for information made under the Freedom of Information Act (FOIA) 2000, I now set out our answers to your specific questions, and any clarifications sought and provided, as follows:

**Can you please confirm whether the Trust uses Corporate Credit or Charge Cards to incur expenses or other purchases on behalf of the trust and the protocol which applies to the use of such cards if they are used covering to enable payments in settlement of these expenditures to be made to the card provider/supplier.**

**Are such expenditures, if they exist, subject to approval and evidenced by receipts before being processed for payment.**

**Clarification was sought as follows:**

**In order to ensure we answer your FOI Request (FOIR) as accurately as possible; I wish to ensure we have understood your FOIR correctly. From reviewing your request, I believe you are asking the following:**

- 1. Does the Trust use corporate credit or charge cards to make purchases or incur other expenses on behalf of the Trust?**
- 2. If so, which Trust policy/policies apply to this use?**
- 3. If so, are purchases or the incurrence of other expenses subject to prior approval?**
- 4. If so, are purchases or the incurrence of other expenses required to be supported with evidence of receipts?**

**Confirmation was received as follows:**

**Your summary of my request is correct apart from the question as to the possible purchase of goods or services without prior authorisation and whether there are delegated levels of authorised expenditure exercised either by individual card holders or departmental cards if they exist.**

**There was an expenditure item on the 13th May 2026 entitled Lloyds TSB Corporate Markets value £105,586.71 and if this could be broken down to show expenditure by individual cards and the departments holding the cards this would be useful.**

The above expenditure of £105,586.71 is for the M1 (April) spend on our Lloyds corporate card. 90% of the spend is for visas obtained for Doctors / Nurses to work at East Sussex Healthcare NHS Trust (ESHT), payment must be made via card. 5% is for clinic room bookings, again when the payment can only be made by card. 5% is for emergency spend where there is no option to purchase via procurement.

- 1. Does the Trust use corporate credit or charge cards to make purchases or incur other expenses on behalf of the Trust?**

Yes, Corporate Purchasing Card.

- 2. If so, which Trust policy/policies apply to this use?**

The Purchasing Card Policy.

- 3. If so, are purchases or the incurrence of other expenses subject to prior approval?**

Purchasing card spend follows the same approval process as all spend. The spend is monitored and approved by the line manager or the budget holder. All spend is analysed retrospectively by the Treasury team and approved by Head of Financial Services, prior to the payment being made to corporate services.

- 4. If so, are purchases or the incurrence of other expenses required to be supported with evidence of receipts?**

Yes, each month each card holder submits a detailed log of expenses.

I trust this information is helpful in its detail or explanation however, if you are dissatisfied with the response, then you have the right to request an internal review. If you wish to seek an internal review, please write to the Freedom of Information Team at [esh-tr.foi@nhs.net](mailto:esh-tr.foi@nhs.net) quoting the above FOI reference number, within 40 working days. Please note the Trust is not obliged to accept a request for an internal review after this time period.

Yours faithfully

Freedom of Information (FOI) Team  
East Sussex Healthcare NHS Trust  
0300 131 4716  
Core Hours of Business: Monday to Friday 9.00am to 4.00pm