

Chief Information Officer			
Date	Amount	Purpose	Receipt
January			
10/01/2024	\$67.40	Catering for STEP PI Planning – Christchurch staff	Y
10/01/2024	\$104.47	Catering for STEP PI Planning – Wellington staff	Y
11/01/2024	\$61.40	Catering for STEP PI Planning – Christchurch staff	Y
12/01/2024	\$390.00	Annual subscription renewal for Corel Draw	Y
15/01/2024	\$58.41	IT equipment from PB Tech [later refunded]	Y
15/01/2024	\$49.48	IT equipment	N
February			
23/02/2024	\$31.50	IT equipment	N
15/02/2024	\$105.95	Prezzie cards for system testing.	Y
20/02/2024	\$354.95	Elive Poly Studio Expansion Microphone	Y
6/02/2024	\$48.79	Catering for Planning meeting	N
2/02/2024	-\$58.41	Refunded as item was no longer required	Y
30/01/2024	\$36.20	Catering for Planning meeting	N
14/02/2024	\$447.12	IT equipment	Y
March			
26/03/2024	\$137.86	Display Porter Adapters x 2	Y
20/03/2024	\$40.05	Office Max – stationary	N
13/03/2024	\$485.92	Ergonomic mouse x2	Y
13/03/2024	\$459.21	Zebra printer**	N - screenshot provided
April			
10/04/2024	\$57.98	Printer Labels	Y
May			
16/05/2024	\$105.95	Prezzie cards for system testing	Y
15/05/2024	\$158.39	IT equipment – Wireless mouse	Y
13/05/2024	\$68.20	IT equipment – Hard drive	Y
29/04/2024	\$31.92	IT equipment	N
29/04/2024	\$7.98	IT equipment	N
29/04/2024	\$66.84	USB Adaptors	Y
June			
30/05/2024	\$112.95	Flowers for staff member after family bereavement	Y

We have specified where some receipts are not included. This is largely due to the LINZ Sensitive Expenditure Policy specifying that purchases under \$50 do not need a receipt. Other missing receipts are due to administrative error and have been approved by the appropriate financial delegation.

** There is a \$12.09 discrepancy between receipt and report– this is due to shipping costs which is not clarified in purchase description. There is no receipt for this purchase due to administrative error.