

Government Procurement Card - Purchase Log

Cardholder	NICK HARDWICK	Card number	4715 **** * 1305
Office	HM Inspectorate of Prisons	Business Entity Reference	RD110
Month & Year	Nov-10		

Local transaction reference	Date of purchase / receipt of goods	Supplier	Details of purchase	Net amount	VAT amount	Gross amount
060/nov10	03-Nov	East Coast Trains	Return tickets to Doncaster for inspection of HMP Doncaster			47.60
061/nov10	17-Nov	First Great Western	Return tickets to Newport, Gwent for speaking at YJB Conference			56.70
062/nov10	19-Nov	East Coast Trains	One way ticket back from Doncaster after inspection of HMP Moorland			31.00
			(NOT USED DUE TO SNOW-NO REFUNDS)			
063/nov10	19-Nov	France Hotels	Deposit for room booking in Strasbourg when attending Council of Europe Annual NPM meeting (3.00 Euro)			2.65
			Sub total			137.95
			Total carried forward from continuation sheet			
			Total purchases for period			137.95

Cardholder's signature _____

I certify that the purchases detailed were valid Ministry of Justice purchases and that the goods have been satisfactorily received.

I have reconciled the expenditure detailed above and confirm that these are valid purchases made for the Ministry of Justice, that the goods have been received in full and, that the price of the order is fair and reasonable.

07/12/2010
 Date _____ Local Card Administrator's name _____ Local Card Administrator's signature _____