

GPC purchase transaction log (MoJ staff)

Cardholder	Nick Hardwick	Card number	5569 **** * 4486
Office	HM Inspectorate of Prisons	Business Unit/Business Entity	RD110
Month & year	Feb-11		

Local transaction reference	Date of purchase / receipt of goods	Supplier	Details of purchase	Net amount	VAT amount	Gross amount
076/feb11	04-Feb	Flybe	Return tickets to Isle of Man - for inspection of the prison in March	166.98		166.98
077/feb11	23-Feb	South West Train	Return tickets to Bournemouth - to give the High Sheriff of Dorset's annual lecture	26.00		26.00
Sub-total				192.98		192.98
Total carried forward from continuation sheet						
Total purchases for period				192.98		192.98

Cardholder's signature _____

I certify that 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 Ministry of Justice, that the goods have been received in full, and that the price of the order is fair and reasonable.

Date _____ Card Administrator's name _____ Card Administrator's signature _____