

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	Mar-11		

Local transaction reference	Date of purchase / receipt of goods	Supplier	Details of purchase	Net amount	VAT amount	Gross amount
078/mar11	10-Mar	East Coast Trains	Single ticket to Wakefield to take part in the inspection of West Yorkshire police custody	19.60		19.60
	16-Mar	Fly Be	Booked in luggage for flights to and from the Isle of Man, for inspection of IOM prison. No receipts available - one booked online and one booked by phone	12.99		12.99
079/mar11	22-Mar	East Coast Trains	Return ticket from Wakefield after West Yorkshire police custody inspection	32.50		32.50
Sub-total				78.08		78.08
Total carried forward from continuation sheet						
Total purchases for period				78.08		78.08

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 _____