

**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-12		

Local transaction reference	Date of purchase / receipt of goods	Supplier	Details of purchase	Net amount	VAT amount	Gross amount
127/feb12	01-Feb	East Coast Trains	Return train tickets to Wakefield for inspection of HMP New Hall	82.60		82.60
128/feb12	07-Feb	British Midland International	Return flight tickets to Belfast for Nick and for Laura Paton - to attend Annual NPM meeting (shown separately on card statement)	204.00		204.00
129/feb12	08-Feb	Southern Railways	Return train tickets to Brighton to give the Criminal Justice Lecture at Sussex University	9.00		9.00
130/feb12	20-Feb	Heathrow Express	Return tickets to Heathrow for Nick and Laura P - going to Belfast	68.00		68.00
131/feb12	23-Feb	East Coast Trains	Return train tickets to Retford for inspection of HMP Ranby	79.60		79.60
<b>Sub-total</b>				<b>443.20</b>		<b>443.20</b>
<b>Total carried forward from continuation sheet</b>				<b>132.00</b>		<b>132.00</b>
<b>Total purchases for period</b>				<b>575.20</b>		<b>575.20</b>

Cardholder's signature

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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 \_\_\_\_\_

