

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	Aug-11		

Local transaction reference	Date of purchase / receipt of goods	Supplier	Details of purchase	Net amount	VAT amount	Gross amount
095/aug11	29-Jul	Virgin Trains	Return tickets to Northampton for Nick Hardwick and Fay Deadman for visit to St Andrews Hospital who work with young people with conduct disorders	25.00		25.00
096/aug11	09-Aug	First Great Western	Return tickets to Evesham for inspection of HMP Long Lartin	42.00		42.00
097/aug11	18-Aug	Virgin Trains	Return tickets to Manchester for inspection of HMP Manchester	128.50		128.50
Sub-total				195.50		195.50
Total carried forward from continuation sheet						
Total purchases for period				195.50		195.50

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 _____