

GPC purchase transaction log (MoJ staff)

Cardholder	<input type="text" value="Nick Hardwick"/>	Card number	<input type="text" value="5569 **** * 4486"/>
Office	<input type="text" value="HM Inspectorate of Prisons"/>	Business Unit/Business Entity	<input type="text" value="RD110"/>
Month & year	<input type="text" value="Apr-12"/>		

Local transaction reference	Date of purchase / receipt of goods	Supplier	Details of purchase	Net amount	VAT amount	Gross amount
137/apr12	24-Apr	Southern Railway	Return train ticket to Crawley for visit to new UKBA pre-departure accommodation at Pease Pottage	24.10		24.10
Sub-total				24.10		24.10

Total carried forward from continuation sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total purchases for period	24.10		24.10

<p><i>Cardholder's signature</i></p> <hr style="border: 0; border-top: 1px solid black; width: 100%;"/>	<p>I certify that purchases detailed were valid Ministry of Justice purchases and that the goods have been satisfactorily received.</p>
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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.

<u> </u> Date	<u> </u> Card Administrator's name	<u> </u> Card Administrator's signature
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