Ministry of JUSTICE | creating a safe, just and democratic society

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	Jul-11		

Local transaction reference	Date of purchase / receipt of goods	Supplier	Details of purchase	Net amount	VAT amount	Gross amount
093/july11	07-Jul	South West Trains	Return tickets to Feltham for the first day of inspection; Return tickets to Sutton for inspection of HMP High Down	**17.60**		**17.60**
			Sub-total	**17.60**		**17.60**
			Total carried forward from continuation sheet			
			Total purchases for period	**17.60**		**17.60**

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*