

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="Jun-11"/>		

Local transaction reference	Date of purchase / receipt of goods	Supplier	Details of purchase	Net amount	VAT amount	Gross amount
089/june11	07-Jun	East Coast Mainline	Changed ticket to Wakefield for HMP New Hall inspection	11.00		11.00
090/june11	22-Jun	East Midlands Trains	Return tickets to Bedford for day visit to Yarls Wood IRC, and further inspection visit	51.50		51.50
Sub-total				62.50		62.50

Total carried forward from continuation sheet

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Total purchases for period

	62.50	62.50

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