

**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	Mar-12		

Local transaction reference	Date of purchase / receipt of goods	Supplier	Details of purchase	Net amount	VAT amount	Gross amount
134/mar12	16-Mar	Heathrow Express	Return tickets to Heathrow for flight to Belfast on 21 March	<b>34.00</b>		<b>34.00</b>
135/mar12	23-Mar	First Great Western	Return train tickets to Bristol for inspection of HMP Leyhill	<b>73.50</b>		<b>73.50</b>
<b>Sub-total</b>				<b>107.50</b>		<b>107.50</b>

<b>Total carried forward from continuation sheet</b>			
<b>Total purchases for period</b>	<b>107.50</b>		<b>107.50</b>

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 \_\_\_\_\_