

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	May-12		

Local transaction reference	Date of purchase / receipt of goods	Supplier	Details of purchase	Net amount	VAT amount	Gross amount
139/may12	04-May	Virgin Trains	2 tickets from Euston to Liverpool for Nick and Jane Parsons to travel to the POA Conference	50.00		50.00
140/may12	09-May	Virgin Trains	Ticket for Nick from Liverpool to Wakefield - to attend Wakefield insp - and ticket for Jane from Liverpool to Euston	99.00		99.00
141/may12	10-May	East Coast Trains	Ticket for Nick from Wakefield to Kings Cross	46.55		46.55
Sub-total				195.55		195.55
Total carried forward from continuation sheet						
Total purchases for period				195.55		195.55

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 _____