

Period: April 2012

Chief Executive Credit Card Purchases
Authorisation Sheet

Item	Company / Business Name	Order No	Description of Goods / Services Purchased	Date Ordered	Date Received	Invoice / Receipt Ref	Cost	VAT	Total	Acc Code	Cost Centre	Project	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	
1	Druckers Patiserie, Solihull		Coffee & cakes	16/04/2012	16/04/2012		8.50	1.70	10.20	47010	0700							
Notes Working session prior to Gr Birmingham LEP Leaders' meeting (with Cliff Campion)																		
2	Lend Lease Europe GB Ltd		Car parking	16/04/2012	16/04/2012		1.92	0.38	2.30	5500	0700							
Notes As item 1																		
3	Merchants Tearooms		Lunch x 2	18/04/2012	18/04/2012		15.10		15.10	47010	0700							
Notes Working lunch with Ahmed Goga, Worcs CC																		
4	Barcelo Billesley Manor Hotel		Bed & breakfast	19/04/2012	19 & 20/4/12		89.17	17.83	107.00	47020	0700							
Notes Solace enterprises action learning set																		
5									0.00									
Notes																		
6									0.00									
Notes																		
7									0.00									
Notes																		
8									0.00									
Notes																		
9									0.00									
Notes																		
10									0.00									
Notes																		
							114.89	19.91	134.80									

Goods received records entered or work completed Minute no. where appropriate

Entered on copy order and not previously paid Prices, discounts Tax & calculations checked

Inventory Entered Budget Checked

Head of Service or Authorised Signatory Financial Services Authorisation

Date entered on Agresso

30/4/12

WYPE FORGOTTEN COUNCIL
30 APR 2012
RESOURCES DIRECTORATE

Item	Company / Business Name	Order No	Description of Goods / Services Purchased	Date Ordered	Date Received	Invoice / Receipt Ref	Cost	VAT	Total	Acc Code	Cost Centre	Project	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	
1	London Midland		Return ticket to Birmingham	26/06/2012	26/06/2012		6.30		6.30	350.00	0700							
Notes: LGA Conference																		
2	London Midland		Return ticket to Birmingham	27/06/2012	27/06/2012		8.00		8.00	350.00	0700							
Notes: LGA Conference																		
3	London Midland		Return ticket to Birmingham	28/06/2012	28/06/2012		8.00		8.00	350.00	0700							
Notes: LGA Conference - unable to travel because of floods (refund being claimed*)																		
4	Q-Park, Birdley Place			28/06/2012	28/06/2012		7.17	1.43	8.60	350.00	0700							
Notes: Car parking - LGA Conference																		
5	London Midland		Return ticket to Birmingham	02/07/2012	02/07/2012		8.00		8.00	350.00	0700							
Notes: West Midlands DCN meeting																		
6	London Midland		Single to Birmingham	05/07/2012	05/07/2012		5.60		5.60	350.00	0700							
Notes: Odgers Berndson seminar																		
7	London Midland		Single to Kidderminster	06/07/2012	06/07/2012		5.60		5.60	350.00	0700							
Notes: Return journey																		
8	Bewdley Brewery		13 bottles of beer	09/07/2012	09/07/2012		25.35		25.35	47020	0700							
Notes: Gifts for delegation of 13 from Albanian Association of Communists																		
9	*Refund for item 3		Refund	29/06/2012	17/07/2012		-8.00		-8.00	350.00	0700							
Notes																		
10									0.00									
							66.02	1.43	67.45									

Goods received records entered or work completed Minute no. Where appropriate

Entered on copy order and not previously paid Prices, discounts Tax & calculations checked

Inventory Entered Budget Checked

Head of Service or Authorised Signatory Financial Services Authorisation

Date entered on Agresso

Ian Miller 27/7/12

ON AGRESSO ON 35010

Item	Company / Business Name	Order No	Description of Goods / Services Purchased	Date Ordered	Date Received	Invoice / Receipt Ref	Cost	VAT	Total	A/c Code	Cost Centre	Project	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6
1	London Midland		Return ticket to Birmingham	01/08/2012	01/08/2012		6.30		6.30	150.0	N702						
Notes: Meeting with J Finch, Black Radley																	
2									0.00								
Notes																	
3									0.00								
Notes																	
4									0.00								
Notes																	
5									0.00								
Notes																	
6									0.00								
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7									0.00								
Notes																	
8									0.00								
Notes																	
9									0.00								
Notes																	
10									0.00								
Notes																	
							6.30	0.00	6.30								

Goods received records entered or work completed Minute no. where appropriate

Entered on copy order and not previously paid Prices, discounts Tax & calculations checked

Inventory Entered Budget Checked

Head of Service or Authorised Signatory Financial Services Authorisation

Date entered on Agresso

JAN MILLER 297712

Item	Company / Business Name	Order No	Description of Goods / Services Purchased	Date Ordered	Date Received	Invoice / Receipt Ref	Cost	VAT	Total	Acc Code	Cost Centre	Project	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6
1	SOLACE		Fee for SOLACE summit	24/08/2012	16 - 18/10/12	AS12-0951	575.00	115.00	690.00	L7020	L700						
Notes																	
2	SOLACE		Annual membership fee	03/09/2012	01/10/2012		130190	377.00	0.00	377.00	L480	L700					
Notes																	
3	London Midland		Return to Birmingham	05/09/2012	05/09/2012		8.00		8.00	L5000	L700						
Notes																	
4	London Underground		Tube travel card	12/09/2012	12/09/2012		8.50		8.50	L5010	L700						
Notes																	
5	London Underground		Tube travel card	13/09/2012	13/09/2012		8.40		8.40	L5010	L700						
Notes																	
6	West Coast Trains Ltd		Car parking, Birmingham International	12/09/2012	12 & 13/9/12		16.00		16.00	L5010	L700						
Notes																	
7	Trip to London								0.00								
Notes																	
8									0.00								
Notes																	
9									0.00								
Notes																	
10									0.00								
Notes																	
							992.90	115.00	1107.90								

Wiring code. LAM.
TF4D 1307D.

Goods received records entered or work completed Minute no. where appropriate

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Inventory Entered Budget Checked

Head of Service or Authorised Signatory Financial Services Authorisation

Ian Miller 1/10/2012 Date entered on Agresso

WYRE FOREST DISTRICT COUNCIL

02 OCT 2012

Item	Company / Business Name	Order No	Description of Goods / Services Purchased	Date Ordered	Date Received	Invoice / Receipt Ref	Cost	VAT	Total	Acc Code	Cost Centre	Project	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	
1	Adnamis, Southwold: Swan Hotel		Bed & breakfast	04/10/2012	4-5/10/12	FB7691	91.67	18.33	110.00	✓ 17020	R700							
Notes SOLACE action learning set DBB rate = £138 of which £28 was dinner																		
2	Ramada Hotel, Coventry		Room & parking	16/10/2012	16-18/10/12	2012019139	139.17	27.83	167.00	✓ 17020	R700							
Notes SOLACE summit Midlands SOLACE seminar																		
3	Virgin Trains		Return tickets, Birmingham Intl - London	22/10/2012	29 & 30/10/12		188.00		188.00	✓ 35010	R700							
Notes 1 GA Conference: unlocking places, delivering growth (two tickets - Clr Campton, IFM)																		
4									0.00									
Notes																		
5									0.00									
Notes																		
6									0.00									
Notes																		
7									0.00									
Notes																		
8									0.00									
Notes																		
9									0.00									
Notes																		
10									0.00									
Notes																		
							418.84	46.16	465.00									

Goods received records entered or work completed Minute no. where appropriate

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Inventory Entered Budget Checked

Head of Service or Authorised Signatory Financial Services Authorisation

Date entered on Agrasso

29/10/12

Period: November 2012

Chief Executive Credit Card Purchases
Authorisation Sheet

Item	Company / Business Name	Order No	Description of Goods / Services Purchased	Date Ordered	Date Received	Invoice / Receipt Ref	Cost	VAT	Total	Acc Code	Cost Centre	Project	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6
1	NCP Worcester		Car parking	25/10/2012	25/10/2012	1	2.05		2.05	35010	2700						
Notes	Unwelling of portrait & medals, Guildhall																
2	London Underground		Two single tickets	29/10/2012	29/10/2012		8.60		8.60	35010	2700						
Notes	LGA conference: unlocking places, delivering growth (with Clr Campion), 30 October																
3	St Giles Hotel and Leisure Club		Bed and breakfast (Clr Campion)	29/10/2012	29-30/10/12	10011080217	99.17	19.83	119.00	47070	1405						
Notes	As 2 above																
4	St Giles Hotel and Leisure Club		Bed and breakfast	29/10/2012	29-30/10/12	10011080214	99.17	19.83	119.00	47020	2700						
Notes	As 2 above																
5	London Underground		Two Zone 1 returns	30/10/2012	30/10/2012		16.80		16.80	35010	2700						
Notes	As 2 above																
6	West Coast Trains Ltd		Parking, Birmingham International	29/10/2012	29-30/10/12		10.83	2.17	13.00	35010	2700						
Notes	As 2 above																
7	London Midland		Return ticket to Birmingham	31/10/2012	31/10/2012		6.50		6.50	35010	2700						
Notes	Launch of Lord Hesseine's review																
8	London Midland		Return ticket to Birmingham	05/11/2012	05/11/2012		8.00		8.00	35010	2700						
Notes	DCN West Midlands seminars																
9	London Midland		Return ticket to Birmingham	09/11/2012	09/11/2012		8.00		8.00	35010	2700						
Notes	Regional chief executives' group																
10	Virgin Trains		Return ticket, BHI to London	18/11/2012	6-7/12/12		69.50		69.50	35010	2700						
Notes	SOLACE House of Commons reception Also includes underground ticket																
							328.82	41.83	370.45								

Goods received records entered or work completed

Mileage no. where appropriate

Entered on copy order and not previously paid

Inventory Entered

Budget Checked

Head of Service or Authorised Signatory

Financial Services Authorisation

Ian Miller

130/11/12

Date entered on Aggresso

See over

WYRE FOREST DISTRICT COUNCIL
- 3 DEC 2012

Item	Company / Business Name	Order No	Description of Goods / Services Purchased	Date Ordered	Date Received	Invoice / Receipt Ref	Cost	VAT	Total	Acc Code	Cost Centre	Project	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	
11	NEC Hilton		Car parking	22/11/2012	22/11/2012		10.00		10.00									
Notes: Business Insider West Midlands Property Awards																		
12																		
Notes																		
13																		
Notes																		
14									0.00									
Notes																		
15									0.00									
Notes																		
16									0.00									
Notes																		
17									0.00									
Notes																		
18									0.00									
Notes																		
19									0.00									
Notes																		
20									0.00									
Notes																		
							10.00	0.00	10.00									

Goods received records entered or work completed ite

Entered on copy order and not previously paid Isolators checked

Inventory Entered albon

Head of Service or Authorised Signatory Date entered on Agresso

Ian Miller 20/11/12

Item	Company / Business Name	Order No	Description of Goods / Services Purchased	Date Ordered	Date Received	Invoice / Receipt Ref	Cost	VAT	Total	Acc Code	Cost Centre	Project	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	
1	Café Nero, Kidderminster		Coffees & cake	28/11/2012	28/11/2012		7.45		7.45	17010	2700							
Notes: Meeting with Dr S Murphy																		
2	London Midland		Return train ticket to Birmingham	30/11/2012	30/11/2012		8.00		8.00	35010	2700							
Notes: DCN seminar on financial issues																		
3	London Midland		Return train ticket to Birmingham	11/12/2012	11/12/2012		6.50		6.50	35010	2700							
Notes: Gtr Birmingham & Solihull LEP Executive officers group																		
4	Virgin Trains		Car parking	12/12/2012	12-13/12/12		10.83	2.17	13.00	47010	2700							
Notes: LGA seminar on councils of the future																		
5	NCP Worcester Cathedral		Car parking	13/12/2012	13/12/2012		3.41	0.69	4.10	47010	2700							
Notes: Place-shaping group																		
6	Virgin Trains		Return train ticket to London & ulground	30/11/2012	12-13/12/12		71.00		71.00	35010	2700							
Notes: LGA seminar on councils of the future																		
7									0.00									
Notes																		
8									0.00									
Notes																		
9									0.00									
Notes																		
10									0.00									
Notes																		
							107.19	2.86	110.05									

Goods received records entered or work completed
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Inventory Entered
Head of Service or Authorised Signatory
Date entered on Agresso

Mileage no. where appropriate
Prices, discounts Tax & calculations checked
Budget Checked
Financial Services Authorisation

2/11/12

Ian Miller

Item	Company / Business Name	Order No	Description of Goods / Services Purchased	Date Ordered	Date Received	Invoice / Receipt Ref	Cost	VAT	Total	Acc Code	Cost Centre	Project	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	
1	London Midland		Return ticket to Birmingham	24/01/2013	24/01/2013		6.70		6.70	35010-001	R700							
Notes DCLG regional meeting, Birmingham																		
2																		
Notes																		
3																		
Notes																		
4									0.00									
Notes																		
5									0.00									
Notes																		
6									0.00									
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7									0.00									
Notes																		
8									0.00									
Notes																		
9									0.00									
Notes																		
10									0.00									
Notes																		
							6.70	0.00	6.70									

Goods received records entered or work completed

Minute no, where appropriate

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Prices, discounts Tax & calculations checked

Inventory Entered

Budget Checked

Head of Service or Authorised Signatory

Financial Services Authorisation

Ian Miller

Date entered on Agresso

1313



Item	Company / Business Name	Order No	Description of Goods / Services Purchased	Date Ordered	Date Received	Invoice / Receipt Ref	Cost	VAT	Total	Acc Code	Cost Centre	Project	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	
1	Virgin Trains		Car parking, Birmingham International	25/02/2013	25-26/2/13		13.33	2.67	16.00	47020	R700							
										47020								
Notes	SOLACE leadership master class, London																	
2	London Midland		Return ticket to Birmingham	27/02/2013	27/02/2013		6.70		6.70	35010	R2700							
Notes	Capacity/Gnd/SOLACE meeting re entrepreneurial councils																	
3	London Midland		Return ticket to Birmingham	08/03/2013	09/03/2013		8.40		8.40	35010	R2700							
Notes	Regional Chief executives' group																	
4									0.00									
Notes																		
5									0.00									
Notes																		
6									0.00									
Notes																		
7									0.00									
Notes																		
8									0.00									
Notes																		
9									0.00									
Notes																		
10									0.00									
Notes																		
							28.43	2.67	31.10									

Goods received records entered or work completed Invoice no. where appropriate

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Inventory Entered Budget Checked

Head of Service or Authorised Signatory Financial Services Authorisation

Gan Miller 27/03/13 Date entered on Agresso