

Period: May 2010

11A

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	London Underground		Single: 4 pm 1st -> Westminster	18/5/10	18/5/10		4.50		0.00	35010	R700						
Notes	Westminster City Council - best practice seminar																
2	London Underground		Single: B-T card -> B-K post	18/5/10	18/5/10		4.00		0.00	35010	R700						
Notes	ditto																
3	Abraham Rail		Single: L post Sr -> Shuckfield	18/5/10	18/5/10		9.30		0.00	35010	R700						
Notes	ditto																
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																	
<b>Total</b>							17.80		0.00								

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

16/10

RECEIVED  
CHIEF EXECUTIVE  
19 JUL 2010

Period: - July 2010

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	The Gateway Showpiece		Dinner + drinks for 6	8/7/10	8/7/10		171.00		0.00	41540	0700						
Notes	Dinner with Community Housing Group (with leader + deputy leader)																
2	National Rail, Kidderminster		Day return to Birmingham	9/7/10	9/7/10		5.70		0.00	35000	0700						
Notes	Maggie's with DCLG directors																
3	SOLACE		SOLACE Conference 12-14 Oct 2010	22/7/10	12-14/10/10	SC10-204	665.00	16.38	781.38	47020	0700						
Notes	<del>Atkinson with K. Williams</del>																
4	<del>Atkinson with K. Williams</del>		<del>Day return to Birmingham</del>	<del>26/7/10</del>	<del>26/7/10</del>		<del>5.70</del>		<del>0.00</del>								
Notes	<del>Atkinson with K. Williams</del>																
5									0.00								
Notes																	
6									0.00								
Notes																	
7									0.00								
Notes																	
8									0.00								
Notes																	
9									0.00								
Notes																	
10									0.00								
Notes																	
							0.00	0.00	0.00								

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 Aggresso

 28/7/10

Period: - 26/7/10 - 31/8/10

Chief Executive Credit Card Purchases  
Authorisation Sheet

Notes	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
Notes 1	London Midland		Return ticket to Birmingham	26/7/10	26/7/10		5.70		4.00	35010	R700						
Notes 2	London Midland		Working with BLS	31/8/10	8/8/10		5.70		0.00	35010	R700						
Notes 3									0.00								
Notes 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								
							0.00	0.00	0.00								

31/8/10

Goods received records entered or work completed  *SMH*  
 Entered on copy order and not previously paid  *SMH*  
 Inventory Entered   
 Head of Service or Authorised Signatory  *SMH*  
 Financial Services Authorisation   
 Date entered on Agresso

R700 35010

WYBE FOREST DISTRICT COUNCIL  
- 1 SEP 2010  
RESOURCES DIRECTOR/ITE



Period: Sep/2010 Oct

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	Park Plaza Hotel		Accommodation, 2 nights		12-14/10/10		127.66	22.34	150.00	47020	47020						
Notes	150LATE Conference, Cardiff																
2	Best Travel				24/9/10		7.20	0.00	7.20	22000	22000						
Notes																	
3									0.00								
Notes																	
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																	
							0.00	0.00	0.00								
							157.20										

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

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

Inventory Entered  JMH Budget Checked

Head of Service or Authorised Signatory  JMH Financial Services Authorisation

Date entered on Agresso



27/10/10

Code to R700 47010



Period: Dec 2010

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	at 6
1	SOLATE Enterprises	CE/Electra	Seminars 17/11/11	11/2/10	17/1/11	ELE11-65	360-63		425.58	47000	R700						
Notes	Ele 11 seminars																
2	London Underground		Tube fare	3/2/10	3/2/10				4.99	35010	R700						
Notes	Tube fare: returning from SOLATE event 2/2/10																
3	London Midland		Train fare: Birm -> K	3/2/10	3/2/10				4.48	35010	R700						
Notes	Return from meeting re <del>at</del> referendum																
4	Worcester City Council		Car parking 4 hrs, Worcester	10/2/10	10/2/10		4.52	0.78	5.30	35010	R700						
Notes																	
5	London Midland		Train fare K -> Birmingham	16/2/10	16/2/10				5.08	35010	R700						
Notes	Cultural afternoon event																
6	Norfolk-Pure Oysters		Oysters in Birmingham	17/2/10	17/2/10		4.09	0.71	4.80	35010	R700						
Notes	Morning in Birmingham																
7	London Midland		Train fare: Telford to	17/2/10	17/2/10				0.48	35010	R700						
Notes	Birmingham, return																
8	London Midland		Train tickets x 2	21/2/10	21/2/10				140.00	35010	R700						
Notes	Birmingham International -> London (with Mr (company))																
9	Birmingham International		Parking	21/2/10	21/2/10		6.51	1.19	7.70	35010	R700						
Notes	P730 - 1539																
10	Felix Egan Diners		Breakfast (with Mr (company))	21/2/10	21/2/10				7.98	35010	R700						
Notes	Breakfast x 2																

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 Agresso

4/1/11

From 2nd sheet

£ 29.45

4-90  
24. Nov  
Land Mid  
SM, E, 1 hour

X See over

R 410 47010 CURTIS-lunch

R 7-60

R 700 47010 lan Muller-lunch

R 410 43030 £70 CURTIS

R 700 35010 £70 lan Muller

R 410 47010 £3.95 CURTIS

R 700 47010 £3.95 CURTIS

Period: - January 2011

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	Ace Code	Cost Centre	Project	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6
1	Local Government - Chorley		Subscription Police, 12 mths	10/1/11	20/1/11				176.00	R700	43040						
Notes																	
2	Levens Hotel		Accommodation	14/1/11	16/1/11				40.00	R700	47020						
Notes			Contribution to accom costs (in lieu of travel): SOLACE Executive Seminars, London 17/1/11														
3	London Underground			17/1/11	17/1/11				8.00	R700	35010						
Notes			Trip for travel to seminar														
4	Barcelo Hotels			20/1/11	20/1/11				60.00	R700	47030						
Notes			Business Motel - action learning set														
5	Midland Railway			22/1/11	3/2/11				15.00	R700	35010						
Notes			SOLACE Dinner														
6	Virgin Trains			22/1/11	4/2/11				1.00	R700	35010						
Notes			Train ticket														
7	London Midland			25/1/11	25/1/11				15.00	R700	35010						
Notes			Train tickets x 2														
8	IFM event, Birmingham		(with CLR Commission)						0.00								
Notes																	
9									0.00								
Notes																	
10									0.00								
Notes																	

0.00 0.00 0.00  
£372.00  
IRM.

Goods received records entered or work completed  Invoice no. where appropriate   
 Entered on copy order and not previously paid  SMH Prices, discounts, Tax & calculations checked  
 Inventory Entered  SMH Budget Checked  
 Head of Service or Authorised Signatory  Financial Services Authorisation  
 Date entered on Agresso

28/1/11

⊕ R700 35010 £7.50  
 R410 43030 £7.50  
 (CLR Campaign) £15.00  
 Rail ticket



Chief Executive Credit Card Purchases  
Authorisation Sheet

Period: - Feb 2011

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 Underground		Tube fare	4/2/11	4/2/11				4-00	85010	R700						
Notes	Return from	SOURCE Diner 3/2							5-20	85010	R700						
2	London Midland		Train fare	4/2/11	4/2/11												
Notes	Birmingham -> Kidderminster																
3																	
Notes			See previous notes														
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Notes			auslasscher steel														
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Notes																	
							0.00	0.00	0.00								

79-20

GMH Minute no. where appropriate

GMH Prices, discounts Tax & calculations checked

GMH Budget Checked

GMH Financial Services Authorisation

GMH Date entered on Agresso

Goods received records entered or work completed  
Entered on copy order and not previously paid

Inventory Entered

Head of Service or Authorised Signatory



28/2/11

Ln	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 rail ticket Kidd to Birmingham	01/03/2011	01/03/2011		7.50		7.50	35010	R700							
Notes	Executive officers' group, Greater Birmingham LEP																	
2	London Midland		Return rail ticket Kidd to Birmingham	02/03/2011	02/03/2011		7.50		7.50	35010	R700							
Notes	Transforming local government event																	
3	Metric Parking		Car parking, Telford Central	04/03/2011	04/03/2011		4.80		4.80	35010	R700							
Notes	Regional counting officer's seminar, Birmingham																	
4	London Midland		Return rail ticket, Telford to Birm.	04/03/2011	04/03/2011		10.40		10.40	35010	R700							
Notes	As item 3																	
5									0.00									
Notes																		
6									0.00									
Notes																		
7									0.00									
Notes																		
8									0.00									
Notes																		
9									0.00									
Notes																		
10									0.00									
Notes																		
										30.20	0.00	30.20						

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

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

Inventory Entered SMH Budget Checked

Head of Service or Authorised Signatory [Signature] Financial Services Authorisation

Date entered on Aggresso

Ian Miller 29/3/2011