

Procurement Card April 2019 - March 2020

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Order ref	Order date	Supplier Name	Description of Goods/Services	VAT Value	Gross Amount (including VAT)
User 1	Mayoral				
	27.03.19	Premier Inn	Accommodation in Portsmouth	£66.00	£396.00
	29.03.19	The Works	Supplies for event	£7.52	£45.10
	30.03.19	Timpsons	Additional Keys	£4.00	£24.00
	30.03.19	Flowerbox	Civic wreath for funeral	£20.83	£125.00
	30.03.19	M&S	Refreshments for event	£5.00	£30.00
	30.03.19	M&S	Refreshments for event	£10.87	£65.20
	30.03.19	Morrisons	Refreshments for event	£32.65	£195.91
	30.03.19	SADC	Supplies for event	£21.58	£129.46
	05.04.19	M&S	Refreshments for event	£1.62	£9.69
	09.04.19	M&S	Refreshments for event	£4.26	£25.54
	24.04.19	SADC	Temporary Event Notice for event	£3.50	£21.00
	25.04.19	M&S	Refreshments for event	£3.31	£19.84
	02.04.19	Trainline	Travel to York emergency	£34.77	£208.64
User 2	Commercial & Development				
	01.04.19	CITB	CITB H&S Test (CSCS Site Cards)	£14.00	£84.00
	01.04.19	JCT	JCT on Demand e-contract for Noke Shot enabling works	£12.40	£74.40
	09.04.19	Trainline	TrainTicket	£3.72	£22.30
	10.04.19	www.192.com	Phone directory	£5.99	£35.94
	15.04.19	Chartered Institute in E	Training	£49.17	£295.00
	25.04.19	Chartered Institute in E	Training	£32.50	£195.00
User 3	Building Control				
	15.04.19	LABC.UK.COM	Training Local AuthorityBuildng Control	£30.00	£180.00
	15.04.19	LABC.UK.COM	Training Local AuthorityBuildng Control	£60.00	£360.00
User 4	Museums				
	03.04.19	SADC	Hospitality	£0.53	£3.20
	03.04.19	Dropbox	File Shairing	£1.33	£7.99
	09.04.19	Paypal	Conservation NLHF	£5.82	£34.94
	11.04.19	Badgemaster Ltd	Staff Badges	£41.69	£250.14
Total					£2,838.29

Order ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
User 1					
	01.05.19	Wilko	Supplies for event	£2.07	£12.40
	08.05.19	M&S	Catering	£11.37	£68.20
	09.05.19	Dylans Craft Beer	Refreshments	£22.61	£135.65
	09.05.19	M&S	Refreshments for event	£14.55	£87.30
	09.05.19	M&S	Refreshments for event	£6.67	£40.04
	09.05.19	Morrisons	Refreshments for event	£50.13	£300.80
	10.05.19	M&S	Refreshments for event	£6.17	£37.00
	10.05.19	Morrisons	Refreshments for event	£5.94	£35.66
	17.05.19	M&S	Refreshments for event	£48.42	£290.50
	18.05.19	Morrisons	Refreshments for event	£3.61	£21.67
	19.05.19	White Hart Tap	Refreshments for event	£6.28	£37.65
	21.05.19	M&S	Refreshments for event	£4.93	£29.60
	21.05.19	Wilko	Supplies for event	£2.50	£15.00
	22.05.19	Tesco	Refreshments for event	£2.30	£13.80
	22.05.19	M&S	Refreshments for event	£4.29	£25.73
	22.05.19	M&S	Refreshments for event	£1.83	£11.00
User 2	Mayoral				
	08.05.19	Expedia	Accomadation for conference	£9.92	£59.49
	15.05.19	Facebook ads	Advertisement	£66.67	£400.00
	19.05.19	Facebook ads	Advertisement	£7.67	£46.01
	23.05.19	St Albans	2 x business breakfast	£10.00	£60.00
User 3	Commercial & Development				
	14.05.19	British Geological Survey	Radon test at Noke Shot site	£8.80	£52.80
User 4	Museums				
	29.04.2019	Stevenage Glass	Exhibition Case Shelves	£6.80	£40.80
	03.05.2019	DropBox	File Sharing	£1.33	£7.99
	07.05.2019	Reagent	Conservation - Pickling	£58.27	£349.63
	13.05.2019	AIM	Sector Membership	£66.67	£400.00
	21.05.2019	Bates	Office Keys	£2.60	£15.60
	21.05.2019	Centaur	Creative Review - Annual Awards	£2.92	£17.50
	21.05.2019	Simmons	Volunteer Celebration Pickling Project	£9.60	£57.60
	21.05.2019	TSGN	Training	£2.72	£16.30
User 5	Museums				
	28.05.19	Co-op	Refreshments for event	£6.67	£40.00
User 6	Museums				
	01.05.19	Co-op	Refreshments for event	£4.67	£28.00
	02.05.19	Co-op	Refreshments for event	£8.17	£49.00
	02.05.19	Co-op	Refreshments for event	£6.67	£40.00
User 7	Finance				
	28.05.19	EB	Seminar Procurement	£4.54	£27.24
	28.05.19	GEN	Register Office	£2.33	£14.00
User 8	Corporate Services				
	23.05.19	Moneyclaim.gov	Reclaim money	£4.17	£25.00
	23.05.19	Moneyclaim.gov	Reclaim money	£10.00	£60.00
	24.05.19	Moneyclaim.gov	Reclaim money	£17.50	£105.00
	24.05.19	Moneyclaim.gov	Reclaim money	£11.67	£70.00
	24.05.19	Moneyclaim.gov	Reclaim money	£5.83	£35.00
	24.05.19	Moneyclaim.gov	Reclaim money	£5.83	£35.00
	24.05.19	Moneyclaim.gov	Reclaim money	£10.00	£60.00
	24.05.19	Moneyclaim.gov	Reclaim money	£10.00	£60.00
	24.05.19	Moneyclaim.gov	Reclaim money	£5.83	£35.00
Total					£3,368.96

Order ref	Order date	Supplier Name	Description of Goods/Services	VAT Value	Gross Amount (including VAT)
User 1	Mayoral				
	06.06.19	M&S	Refreshments for event	£23.33	£140.00
	06.06.19	Morrisons	Refreshments for event	£3.00	£18.00
	25.06.19	M&S	Refreshments for event	£6.23	£37.40
User 2	Mayoral				
	12.06.19	Speednames	Domain names	£13.40	£80.40
	19.06.19	Facebook	Ads	£42.54	£255.22
User 3	Mayoral				
	28.06.19	Trainline	Train ticket conference	£21.71	£130.28
User 4	Commercial & Development				
	03.06.2019	www.ukactive.com	Train ticket conference	£22.00	£132.00
	03.06.2019	TSGN Flitwick	Train ticket conference	£7.12	£42.70
	26.06.2019	TSGN St Albans	Train ticket conference	£7.32	£43.90
	27.06.2019	www.cskills.org	CSCS card application forms for 8 staff	£48.00	£288.00
User 5	Museums				
	28.05.19	DVLA	Van Tax	£43.75	£262.50
	03.06.19	Drop box	Marketing	£1.33	£7.99
	05.06.19	St Albans	Hospitality	£1.10	£6.60
	06.06.19	M&S	Training Day Refreshments	£21.00	£126.00
	11.06.19	Grand Arcade	Parking	£3.42	£20.50
	11.06.19	Facebook	Marketing	£17.22	£103.31
	20.06.19	Paypal	Museum Late Activity	£64.00	£384.00
	25.06.19	Rawlins Paint	Honours Boards Varnish	£27.03	£162.20
	26.06.19	Lanyards tomorrow	Volunteer Project	£1.50	£9.00
User 6	Housing				
	19.06.19	Argos	appliance	£43.16	£258.94
User 7					
	26.06.19	Capita Gas	fuel	£30.40	£182.40
User 8	Finance				
	30.05.19	Moneyclaim.gov	Reclaim money	£4.17	£25.00
	31.05.19	Moneyclaim.gov	Reclaim money	£5.83	£35.00
	27.06.19	County Court	Reclaim money	£4.17	£25.00
Total					£2,776.34

Order ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
User 1	Mayoral				
	03.07.19	Trainline	Train ticket conference	£10.29	£61.73
	03.07.19	Premier Inn	Hotel for a Conference	£10.58	£63.50
	04.07.19	Alliance Disposables	Supplies for event	£14.76	£88.54
	04.07.19	M&S	Refreshments for event	£22.75	£136.50
	10.07.19	Tesco	Refreshments for event	£1.85	£11.10
	10.07.19	Morrisons	Refreshments for event	£21.33	£128.00
User 2	Mayoral			£0.00	
	18.07.19	Facebook	Advertisement	£7.96	£47.78
	28.06.19	Trainline	Train ticket conference	£10.58	£63.46
User 3	Finance & Legal				
	09.07.19	Evenbrite	London Fraud forum conference	£40.00	£240.00
User 4	Museums				
	26.07.19	Lanyards Etc	Lanyards	£4.96	£29.76
	28.06.19	TV Licensing	TV License SAMG	£25.75	£154.50
	03.07.19	DropBox	Marketing	£1.33	£7.99
	11.07.19	Lowe & Fletcher	Office Furniture keys	£3.12	£18.72
	11.07.19	FaceBook	Marketing	£23.69	£142.14
	16.07.19	MailChimp	Marketing	£6.71	£40.27
	17.07.19	Torcroft Hotel	Conference/Training Sept	£53.33	£320.00
User 5	Housing			£0.00	
	28.06.19	Booking.com	Hotel booking for a conference	£79.17	£475.00
	28.06.19	Co-op	Utility supply - key card property	£8.17	£49.00
	28.06.19	Co-op	Utility supply - key card property	£16.50	£99.00
	28.06.19	Co-op	Utility supply - key card property	£8.17	£49.00
	28.06.19	Co-op	Utility supply - key card property	£7.33	£44.00
	28.06.19	Co-op	Utility supply - key card property	£3.17	£19.00
	17.07.19	Co-op	Utility supply - key card property	£0.83	£5.00
	17.07.19	Co-op	Utility supply - key card property	£8.17	£49.00
	17.07.19	Co-op	Utility supply - key card property	£8.17	£49.00
	17.07.19	Co-op	Utility supply - key card property	£5.50	£33.00
	17.07.19	Co-op	Utility supply - key card property	£8.17	£49.00
	17.07.19	Co-op	Utility supply - key card property	£0.83	£5.00
TOTAL					£2,478.99

Order ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
User 1	Mayoral				
	01.08.19	Hospice	Charity	£4.17	£25.00
	03.08.19	Morrisons	Refreshments for event	£7.00	£42.00
User 2	Mayoral				
	02.08.19	Speed names	Url fee for: -enjoystalbans.co.uk -enjoystalbans.com -enjoystalbans.net -enjoystalbans.org -visitstalbans.net -visitstalbans.org	£36.60	£219.60
	02.08.19	Speed names	Url fee for: mosaiclettings.co.uk	£7.60	£45.60
	02.08.19	Speed names	Url fee for verulamium.org	£5.80	£34.80
User 3	Finance & Legal			£0.00	
	08.08.19	GEN Register Office	Copy of Death Certifcate	£2.33	£14.00
User 4	Commercial & Development				
	5.8.19	Vue NCS CITB	CITB H&S Test (For CSCS Site Cards)	£3.50	£21.00
	15.8.19	Trainline.com, London	Train ticket for conference	£43.55	£261.32
	19.8.19	TSGN St Albans	Train ticket for conference	£3.72	£22.30
User 5	Museum				
	1.8.19	IHASCO	H&S Training	£30.00	£180.00
	3.8.19	DropBox	Marketing	£1.67	£9.99
	5.8.19	TSGN	Travel	£4.68	£28.10
	9.8.19	Abe Books	Research Science	£2.51	£15.05
	9.8.19	Abe Books	Research Science	£3.00	£17.99
	9.8.19	Abe Books	Research Science	£0.49	£2.96
	9.8.19	Bates Office Serv	Replacement key Mplace	£1.30	£7.80
	12.8.19	Parking Services	Parking Bay Suspension	£3.64	£21.85
	13.8.19	LOCO 2	Curator Travel	£8.00	£48.00
	16.8.19	MailChimp	Marketing	£6.27	£37.62
	20.8.19	Curiosity Explorat	Research Science	£9.68	£58.10
	21.8.19	Abe Books	Research Science	£2.17	£12.99
	21.8.19	Abe Books	Research Science	£1.33	£7.95
	21.8.19	Abe Books	Research Science	£1.94	£11.63
User 6	Housing				
	29.7.19	CO OP	Utility Supply void property	£8.17	£49.00
	29.7.19	CO OP	Utility Supply void property	£1.67	£10.00
	29.7.19	CO OP	Utility Supply void property	£8.00	£48.00
	31.7.19	McColls	Utility Supply void property	£8.17	£49.00
	31.7.19	McColls	Utility Supply void property	£8.17	£49.00
	31.7.19	McColls	Utility Supply void property	£8.17	£49.00
	31.7.19	McColls	Utility Supply void property	£8.17	£49.00
	31.7.19	McColls	Utility Supply void property	£4.00	£24.00
	6.8.19	Amazon	Items - housing open day	£19.08	£114.46
	6.8.19	Amazon	Items - housing open day	£6.99	£41.96
	6.8.19	Amazon	Items - housing open day	£3.23	£19.40
	7.8.19	Priya Stores	Utility Supply void property	£3.33	£20.00
	7.8.19	Priya Stores	Utility Supply void property	£7.50	£45.00
	7.8.19	Priya Stores	Utility Supply void property	£3.33	£20.00
	7.8.19	Priya Stores	Utility Supply void property	£3.33	£20.00
	7.8.19	Priya Stores	Utility Supply void property	£3.33	£20.00
	7.8.19	Priya Stores	Utility Supply void property	£3.33	£20.00
	7.8.19	Priya Stores	Utility Supply void property	£5.00	£30.00
	7.8.19	Priya Stores	Utility Supply void property	£3.33	£20.00
	7.8.19	Priya Stores	Utility Supply void property	£3.33	£20.00
	7.8.19	Amazon	Items - housing open day	£4.67	£28.02
	8.8.19	McColls	Utility Supply void property	£12.17	£73.00
	8.8.19	McColls	Utility Supply void property	£8.17	£49.00
	8.8.19	McColls	Utility Supply void property	£6.67	£40.00
	8.8.19	McColls	Utility Supply void property	£4.17	£25.00
	8.8.19	McColls	Utility Supply void property	£3.33	£20.00
	8.8.19	CO OP	Utility Supply void property	£6.67	£40.00
	8.8.19	Amazon	Telecoms Equipment	£7.11	£42.65
User 7					
	29.7.19	CIEH	Damp, Mould and Excess Cold Training Course	£49.17	£295.00
TOTAL					£2,476.16

Order ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
User 1	Mayoral				
	28.08.19	The Flag Shop Ltd	Supplies for event	£3.16	£18.95
User 2	Mayoral				
	10.09.19	LG Comms	LG Comms Annual Membership	£50.00	£300.00
	10.09.19	LG Comms	2-Day ticket - Public Service Communications Academy 2019 - MEMBER RATE	£50.00	£300.00
User 3	Mayoral				
	04.09.19	Coach hire	Minibus tour for Councillors	£40.00	£240.00
	22.09.19	Drop box	IT memory	£15.98	£95.88
User 4	Mayoral				
	16.09.19	Environment analyst ltd	attendance at flooding seminar	£77.40	£464.40
User 5	Mayoral				
	24.09.19	Thameslink	Train travel Harpenden to Blackfriars Local Authority Conference 11 Kings Bench Walk	£4.27	£25.60
User 6	Museums				
	30.8.19	Sign Holders Green Magic Co.	Sign Holder	£3.71	£22.28
	30.8.19	SADC	Parking Bay Suspension	£7.28	£43.70
	30.8.19	Loco2	Train Ticket - Loans	£1.98	£11.90
	31.8.19	SADC	Refund	-£3.64	-£21.85
	3.9.19	Dropbox	DropBox	£1.67	£9.99
	9.9.19	TSGN	Train Travel - loans	£2.08	£12.50
	16.9.19	MailChimp	5000 contacts	£6.81	£40.88
User 7	Housing				
	25.9.19	Openreach	Non Refundable Survey 1 Cost	£49.67	£298.00
User 8	Housing				
	13.09.19	Spar	Refreshments for event	£4.17	£25.00
	13.09.19	Spar	Refreshments for event	£10.00	£60.00
	13.09.19	Spar	Refreshments for event	£8.17	£49.00
	13.09.19	Spar	Refreshments for event	£8.17	£49.00
	13.09.19	Spar	Refreshments for event	£8.17	£49.00
	13.09.19	Spar	Refreshments for event	£10.00	£60.00
	13.09.19	Spar	Refreshments for event	£8.17	£49.00
	17.09.19	Co-op	Refreshments for event	£4.00	£24.00
	17.09.19	Co-op	Refreshments for event	£6.67	£40.00
	17.09.19	Co-op	Refreshments for event	£4.17	£25.00
	17.09.19	Co-op	Refreshments for event	£6.67	£40.00
	17.09.19	Co-op	Refreshments for event	£4.17	£25.00
User 9	Housing				
	6.9.19	M&S	Voucher - open day	£4.17	£25.00
	11.9.19	M&S	Food - open day	£55.58	£333.50
	11.9.19	M&S	Food - open day	£54.67	£328.00
	11.9.19	M&S	Food - open day	£41.00	£246.00
	11.9.19	Argos	Items Temp accom	£24.02	£144.10
	12.9.19	M&S	Voucher - open day	£33.33	£200.00
	13.9.19	Nisbets	Protective clothing for open day	£11.78	£70.70
	13.9.19	Tesco	Food - open day	£2.33	£14.00
	19.9.19	Morrisons	Items - housing open day	£15.54	£93.25
	20.9.19	M&S	Voucher - open day	£33.33	£200.00
	20.9.19	Robert Dyas	Equipment - open day	£9.16	£54.94
	21.9.19	The Works	Kids Items - open day	£10.75	£64.50
	21.9.19	M&S	Food - open day	£4.98	£29.90
User 10	Finance				
	2.9.19	CIHE	Noise Control Conference	£23.33	£140.00
	19.9.19	CIHE	Chartered Status fee	£26.50	£159.00
TOTAL					£4,460.12

Order ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
User 1	Mayoral				
	09.10.19	Flags.co.uk	Supplies for event	£31.98	£191.88
	15.10.19	M&S	Refreshments for event	£43.41	£260.45
	16.10.19	South East Employers	Supplies for event	£79.80	£478.80
	17.10.10	Gordon Craig Theatre	Theatre tickets for an event	£1.58	£9.50
	18.10.19	St Albans	Supplies for event	£1.83	£11.00
	19.10.19	Morrisons	Refreshments for event	£8.23	£49.40
	22.10.19	Amazon	Refreshments for event	£1.13	£6.80
	25.10.19	Morrisons	Refreshments for event	£3.60	£21.60
User 2	Mayoral				
	19.10.19	Facebook	Facebook ads	£13.54	£81.21
	24.10.19	Facebook	Facebook ads	£0.57	£3.44
User 3	Commercial & Development				
	01.10.2019	TSGN Flitwick	Train ticket Speaker: Construction Frameworks Conference 2019, Kensington Town Hall, Hornton S	£7.12	£42.70
	09.10.2019	PayPal Royal Institute	RIBA Contract Purchase for Noike Shot development	£10.00	£60.00
	18.10.2019	www.csskills.org, Kings Lynn	CSCS application for card for Project Manager	£6.00	£36.00
User 4	Housing				
	4.10.19	Marks and Sepncer	Voucher - Prize Draw	£20.83	£125.00
	13.10.19	Tesco	Voucher - Prize Draw	£20.83	£125.00
	15.10.19	East Herts DC	Staff training	£44.00	£264.00
User 5	Museums				
	1.10.19	Farrow & Ball	Paint - Science Exhib	£36.06	£216.33
	1.10.19	Ikea	Family Learning - Science	£56.50	£339.00
	1.10.19	Ikea	Family Learning - Science	£41.66	£249.95
	2.10.19	Pathe	Film Science Exhib	£47.80	£286.80
	3.10.19	Wright Plastics	Exhibition Materials - Science	£9.81	£58.84
	7.10.19	The White House	Hotel - Conference	£46.67	£280.00
	7.10.19	DropBox	dropbox IT storage	£1.67	£9.99
	8.10.19	MOL	Training	£8.33	£50.00
	11.10.19	Survey Monkey	survey monkey	£53.33	£320.00
	13.10.19	XXLPIX	Exhibition Materials - Science	£23.15	£138.90
	17.10.19	Mailchimp	mailchimp	£6.63	£39.80
	21.10.19	Ryman	H&S hazard tape - for event	£1.66	£9.98
User 6	Finance				
	16.10.19	Post Office	Postage	£26.55	£159.27
	16.10.19	Money Claim.gov.uk	Reclaim money	£12.83	£77.00
	16.10.19	Money Claim.gov.uk	Reclaim money	£12.83	£77.00
	16.10.19	Security metrics	Data analysis	£37.67	£225.99
	17.10.19	Post Office	Postage	£34.62	£207.74
User 7	Corporate Services				
	16.10.19	Westminster Insight	Two places on Housing Training	£117.00	£702.00
TOTAL					£5,215.37

Order ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
User 1	Mayoral				
	08.11.19	Beelex	Electrical euipment	£6.78	£40.69
	08.11.19	Morrisons	Refreshments for event	£9.20	£55.20
	14.11.19	M&S	Refreshments for event	£2.02	£12.10
	20.11.19	The Ultimate Promotion	Promotional mechandise	£46.25	£277.50
	20.11.19	Morrisons	Refreshments for event	£13.00	£78.00
	21.11.19	M&S	Refreshments for event	£17.50	£105.00
	22.11.19	Flowers Flowers	Civic wreath for funeral	£4.17	£25.00
	22.11.19	M&S	Refreshments for event	£6.68	£40.10
	23.11.19	Wilko	Supplies for event	£1.83	£11.00
	23.11.19	M&S	Refreshments for event	£1.17	£7.00
User 2	Mayoral				
	31.10.19	Trainline.com	Train ticket conference	£31.44	£188.65
	04.11.19	WWW.LARESERVE-APAR	Hotel for conference	£17.85	£107.10
	18.11.19	Facebook	advertisement	£9.83	£59.00
	21.11.19	St Albans	Supplies for event	£3.50	£21.00
User 3	Commercial & Development				
	11.11.2019	Bird & Davis Limited	MDF Easels for CCOS Design Review Panel	£33.33	£200.00
	11.11.2019	Bird & Davis Limited	MDF Easels for CCOS Design Review Panel	£7.00	£42.00
User 4	Corporate Services				
	31.10.19	Kofax	IT software - Intelligence	£212.00	£1,272.00
	06.11.19	Pluralsight	Education video course	£3.87	£23.22
User 5	Corporate Services				
	26.11.19	Premier Inn	General Election - overnight accommodation at Premier Inn for members election team	£25.08	£150.50
	26.11.19	Premier Inn	General Election - overnight accommodation at Premier Inn for members election team	£25.08	£150.50
User 7	Housing				
	21.11.19	M&S	Vouchers - tenant reward	£16.67	£100.00
	25.11.19	Amazon	Items for Caretakers	£3.66	£21.98
User 8					
	22.11.19	Borough IT Ltd	IT software	£4.17	£25.00
User 9	Finance				
	29.10.19	Lawsociety	Legal advice/course	£338.00	£2,028.00
	21.11.19	Chartered Institute of East London	Conference	£18.33	£110.00
	22.11.19	Hertford County Council	Conference	£2.50	£15.00
User 10	Finance				
	03.11.19	DropBox	IT storage	£1.67	£9.99
	05.11.19	Motel One	B & B for Training Course	£22.83	£137.00
	05.11.19	Latitude	Recruitment Advert	£29.80	£178.80
	07.11.19	Decocube	Christmas Decorations	£57.40	£344.40
	08.11.19	Hobby Craft	Christmas Shop Display	£10.00	£60.00
	14.11.19	Wilko	Christmas Tree fixings	£0.33	£2.00
	15.11.19	The Creative Place	Printing - earlier in year	£50.00	£300.00
	16.11.19	Shoesmith	Keys for electrical switch	£1.08	£6.50
	17.11.19	Mailchimp	Marketing mail	£6.53	£39.15
TOTAL					£6,423.38

Order ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
User 1	Mayoral				
	28.11.19	Ikea	Supplies for event	£1.33	£8.00
	03.12.19	Waterstones	Supplies for event	£3.33	£20.00
	03.12.19	M&S	Refreshments for event	£3.25	£19.50
	03.12.19	M&S	Refreshments for event	£1.60	£9.60
	04.12.19	Tesco	Refreshments for event	£0.95	£5.70
	04.12.19	Wilkos	Supplies for event	£1.67	£10.00
User 2	Finance & Legal				
	03.12.19	PwC.com	PwC's VAT e file spreadsheet	£18.00	£108.00
User 3	Commercial & Development				
	19.12.19	Arb.org.uk	Architects registration board	£18.50	£111.00
User 4	Housing				
	04.12.19	M&S	Vouchers - tenant reward	£25.00	£150.00
	04.12.19	M&S	Refreshments for event	£4.37	£26.20
	05.12.19	Amazon	Supplies for event	£3.30	£19.81
	05.12.19	M&S	Items for Caretakers	£25.00	£150.00
	05.12.19	M&S	Refreshments for event	£3.73	£22.40
User 5	Housing				
	19.12.19	BUYBRAND TOOLS	Protimeter Surveymaster 2 Moisture Meter	£65.80	£394.80
User 6	Housing				
	11.12.19	BT repayment works	Telephone works	£49.67	£298.00
User 7	Museums				
	28.11.19	Optimalprint	Stationary	£20.25	£121.49
	30.11.19	FaceBook	Marketing	£1.67	£10.00
	29.11.19	CPL Training	Training	£56.00	£336.00
	3.12.19	DropBox	Marketing	£1.67	£9.99
	9.12.19	UKPOS.com	Leaflet Holder	£5.96	£35.75
	11.12.19	Abe Books	Books	£15.18	£91.09
	17.12.19	MailChimp	Marketing	£6.30	£37.81
User 8	Corporate Services				
	27.11.19	Doodly.com	Whiteboard for presentation	£9.18	£55.08
	29.11.19	Vimeo.com	Video viewing service	£37.80	£226.80
	06.12.19	Pluralsight	Video Training Servcies	£3.80	£22.79
User 9	Planning				
	12.12.19	Amazon	Supplies for event		£17.94
TOTAL					£2,317.75

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