

## **Procurement Card April 2020 - March 2021**

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Order Ref	Order date	Supplier Name	Description of Goods/Services	GL CODE NARRATIVE	VAT value	Gross Amount (including VAT)
<b>User 1</b>	<b>CHIEF EXC</b>					
	27.03.20	IKEA	Supplies for events	IKEA - Supplies for events	£0.00	£134.95
	27.03.20	Keysigns UK	Safety signs (covid-19)	Keysigns UK - Safety signs (covid-19)	£24.09	£144.55
	<b>Housing</b>			-		
<b>User 2</b>	03.04.20	Emmaus	Furniture pack move because of Covid-19	Emmaus - Furniture pack move because of Covid-19	£166.67	£1,000.00
	07.04.20	Thames Link	Travel for meeting	Thames Link - Travel for meeting	£0.00	£40.00
<b>User 3</b>				-		
	01.04.20	Trainline	Travel for meeting	Trainline - Travel for meeting	£0.00	£13.88
<b>User 4</b>	<b>Corporate Services</b>			-		
	28.03.20	Doodle.com	Web based scheduling tool	Doodle.com - Web based scheduling tool	£0.00	£58.41
	06.04.20	Pluralsight	Education video course	Pluralsight - Education video course	£0.00	£24.47
	22.04.20	Teamviewer.com	Web conferencing	Teamviewer.com - Web conferencing	£0.00	£459.36
<b>User 5</b>	<b>Commercial &amp; Development</b>			-		
	27.03.20	Affinity Water Ltd	Water connection	Affinity Water Ltd - Water connection	£0.00	£471.60
<b>User 6</b>	<b>Museums</b>			-		
	31.03.20	Facebook ads	Marketing	Facebook ads - Marketing	£0.00	£38.28
	03.04.20	Dropbox	Marketing	Dropbox - Marketing	£1.66	£9.99
	16.04.20	Speednames	Domain names	Speednames - Domain names	£0.00	£22.80
	17.04.20	Posture People Ltd	Chair Wedge	Posture People Ltd - Chair Wedge	£6.16	£36.94
	17.04.20	Mailchimp	Marketing	Mailchimp - Marketing	£0.00	£40.60
			<b>TOTAL</b>		<b>£198.58</b>	<b>£2,495.83</b>

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)	EX VAT	Narrative
<b>User 1</b>							
	<b>Housing</b>						
8000/301160	28.04.20	Informa.com	Environmental Healthbook		£91.00		Informa.com Environmental Healthbook
8000/301160	04.05.20	Argos	Furnishing for temp accomadation		£179.00		Argos Furnishing for temp accomadation
8000/301160	04.05.20	Argos	Furnishings for temp accomadation		£80.00		Argos Furnishings for temp accomadation
8000/301160	05.05.20	Argos	Furnishings for temp accomadation		£100.00		Argos Furnishings for temp accomadation
8000/301160	05.05.20	Argos	Furnishings for temp accomadation		£100.00		Argos Furnishings for temp accomadation
8000/301160	11.05.20	Argos	Furnishings for temp accomadation		£9.99		Argos Furnishings for temp accomadation
	<b>Planning</b>						
<b>User 2</b>							
4530/301160	20.05.20	Cbuilde.com	Chartered assoc of Building Engineers		£234.00		Cbuilde.com Chartered assoc of Building Engineers
<b>User 3</b>							
	<b>Corporate Services</b>						
5025/301160	28.05.20	Doodle.com	Web based scheduling tool		£57.28		Doodle.com Web based scheduling tool
5025/301160	06.05.20	Pluralsight.com	Education video course		£24.20		Pluralsight.com Education video course
5025/301160	13.05.20	Zoom	Web conferencing		£143.99		Zoom Web conferencing
5025/301160	14.05.20	Avpartmaster.net	Conference equipment		£243.59		Avpartmaster.net Conference equipment
5025/301160	19.05.20	Avpartmaster.net	Conference equipment		-£69.60		Avpartmaster.net Conference equipment
<b>User 4</b>							
	<b>Museums</b>						
3012/301160	07.05.20	Dropbox	Marketing	£ 1.66	£9.99	£8.33	Dropbox Marketing
3012/301160	17.05.20	Mailchimp	Marketing		£41.66	£41.66	Mailchimp Marketing
3012/301160	20.05.20	Continental UK	Touchscreen	£ 81.63	£489.78	£408.15	Continental UK Touchscreen
3012/301160	20.05.20	The Audience Agency	Audience Research	£ 50.00	£300.00	£250.00	The Audience Agency Audience Research
3012/301160	20.05.20	Speednames	Domain Name	£ 3.80	£22.80	£19.00	Speednames Domain Name
			<b>TOTAL</b>	£ 137.09	<b>£2,057.68</b>		

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)	ex VAT	Narrative
<b>User 1</b>							
<b>Housing</b>							
8000/301160	09.06.20	Capital Gas	Gas connection		£164.40		Capital Gas Gas connection
8000/301160	24.06.20	Boots	Sundry for an event		£15.00		Boots Sundry for an event
<b>User 2</b>							
<b>Corporate Services</b>							
5025/301160	28.05.20	Doodle.com	Web based scheduling tool		£58.07		Doodle.com Web based scheduling tool
5025/301160	06.06.20	Pluralsight.com	Education video course		£23.73		Pluralsight.com Education video course
5025/301160	13.06.20	Zoom	Web conferencing		£143.99		Zoom Web conferencing
<b>User 3</b>							
<b>Museums</b>							
3012/301160	03.06.20	Dropbox	Marketing	£ 1.67	£9.99	£ 8.32	Dropbox Marketing
3012/301160	07.06.20	Speednames	Domain name	£ 5.80	£34.80	£ 29.00	Speednames Domain name
3012/301160	12.06.20	Flashcentre	Flash bulb	£ 25.99	£155.95	£ 129.96	Flashcentre Flash bulb
3012/301160	17.06.20	Speednames	Domain name	£ 29.00	£174.00	£ 145.00	Speednames Domain name
3012/301160	17.06.20	Mailchimp	Marketing		£40.45	£ 40.45	Mailchimp Marketing
3012/301160	24.06.20	Aimuseums	Membership Museums		£400.00	£ 400.00	Aimuseums Membership Museums
<b>TOTAL</b>				£ 62.46	£1,220.38	£ 312.28	

From Bank Statement  
Variance

£1,220.38  
£0.00

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)	ex VAT	Narrative
	<b>Housing</b>						
<b>User 1</b>							
8000/301160	27.06.20	Boots	Sundry for an event		£60.00		Boots Sundry for an event
8000/301160	06.07.20	Tesco	Refreshment for an event		£60.00		Tesco Refreshment for an event
8000/301160	07.07.20	Tesco	Refreshment for an event		£160.00		Tesco Refreshment for an event
<b>User 2</b>							
8000/301160	01.07.20	Argos	Furnishing for temp accomadation		£40		Argos Furnishing for temp accomadation
	<b>Corporate Services</b>						
<b>User 3</b>							
5025/301160	30.06.20	Fastwork Places	Covid-19 supplies		£237.60		Fastwork Places Covid-19 supplies
<b>User 4</b>							
5025/301160	06.07.20	Pluralsight	Education video course		£23.99		Pluralsight Education video course
5025/301160	14.07.20	Zoom	Web conferencing		£143.99		Zoom Web conferencing
	<b>Community Services</b>						
<b>User 5</b>							
2510/301160	22.07.20	Hertford County Council	Conference		£33.00		Hertford County Council Conference
<b>User 6</b>	<b>Museums</b>						
3012/301160	03.07.20	Dropbox	Marketing	£ 1.67	£9.99	8.32	Dropbox Marketing
3012/301160	06.07.20	Zoom	Web conferencing	£ -	£11.99	11.99	Zoom Web conferencing
3012/301160	13.07.20	Keim Paints	Interior Paint	£ 9.38	£56.28	46.9	Keim Paints Interior Paint
3012/301160	13.07.20	DSG Retail	Electrical equiment	£ -	£156.98	156.98	DSG Retail Electrical equiment
3012/301160	14.07.20	Disclosure and Barring	DBS checking	£ -	£23.00	23	Disclosure and Barring DBS checking
3012/301160	17.07.20	Mailchimp	Marketing	£ -	£40.24	40.24	Mailchimp Marketing
3012/301160	27.07.20	Shopify	Ecommerce Software	£ -	£63.68	63.68	Shopify Ecommerce Software
			<b>TOTAL</b>	£ 11.05	<b>£1,120.74</b>		
			From Bank Statement			£1,120.74	
			Variance			£0.00	

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
<b>User 1</b>	<b>Mayoral</b>				
1222/307236	21.08.20	Tourist information	information tourism		£15.00
<b>User 2</b>	<b>Corporate Services</b>				
5025/301160	06.08.20	Pluralsight.com	Education video course		£22.78
5025/301160	13.08.20	Zoom.com	Web Conferencing		£143.99
<b>User 3</b>	<b>Community Services</b>				
2510/301160	29.07.20	Chartered Institute EN London	Training		£35.00
2510/301160	29.07.20	Chartered Institute EN London	Training		£35.00
<b>User 4</b>	<b>Museums</b>				
3012/301160	28.07.20	Paypal	Museum Late Activity	£ -	£1.64
3012/301160	03.08.20	Dropbox	Marketing	£ 1.67	£9.99
3012/301160	06.08.20	Zoom.com	Web Conferencing	£ -	£11.99
3012/301160	17.08.20	Mailchimp.com	Marketing ad	£ -	£38.62
3012/301160	25.08.20	Printed.com	Printed material	£ 12.43	£74.57
3012/301160	26.08.20	Dacorum Council	Licence application	£ -	£37.00
3012/301160	26.08.20	Shopify	Ecommerce Software	£ -	£77.68
			<b>TOTAL</b>	<b>£ 14.10</b>	<b>£503.26</b>

ex VAT Narrative

Tourist information information tourism

Pluralsight.com Education video course  
Zoom.com Web Conferencing

Chartered Institute EN London Training

Chartered Institute EN London Training

1.64 Paypal Museum Late Activity

8.32 Dropbox Marketing

11.99 Zoom.com Web Conferencing

38.62 Mailchimp.com Marketing ad

62.14 Printed.com Printed material

37 Dacorum Council Licence application

77.68 Shopify Ecommerce Software

From Banks Statement

503.26

£0.00

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)	ex VAT	Narrative
<b>User 1</b>	<b>Finance &amp; Legal</b>						
5545/301160	03.09.20	ico.org.uk	Data Protection		£2,900.00	£ 2,900.00	ico.org.uk Data Protection
<b>User 2</b>	<b>Mayoral</b>						
1222/307236	05.09.20	Flowerbox	Civic wreath for funeral		£100.00	£ 100.00	Flowerbox Civic wreath for funeral
1222/307236	10.09.20	Royal mail sameday	Postage	£ 15.78	£94.68	£ 78.90	Royal mail sameday Postage
<b>User 3</b>							
1222/307236	11.09.20	Hertschamber	EU countdown to change		£15.00	£ 15.00	Hertschamber EU countdown to change
<b>User 4</b>							
1222/307236	15.09.20	One4all	Complaint compensation		£25.00	£ 25.00	One4all Complaint compensation
1222/307236	22.09.20	Dropbox	1 yr renewal tourism photos		£95.88	£ 95.88	Dropbox 1 yr renewal tourism photos
<b>User 5</b>	<b>Housing</b>						
8000/301160	30.08.20	Boots	Sundry for an event		£90.00	£ 90.00	Boots Sundry for an event
<b>User 6</b>	<b>Corporate Services</b>						
5025/301160	06.09.20	Pluralsight.com	Education video course		£22.66	£ 22.66	Pluralsight.com Education video course
5025/301160	13.09.20	Zoom.com	Web conferencing		£143.99	£ 143.99	Zoom.com Web conferencing
	<b>Museums</b>						
<b>User 7</b>							
	02.09.20	DVLA	DVLA enforcement		£88.33	£ 88.33	DVLA DVLA enforcement
3012/301160	02.09.20	DVLA vehicle Tax	vehicle Tax	£ -	£267.50	£ 267.50	DVLA vehicle Tax vehicle Tax
3012/301160	03.09.20	Dropbox	Marketing	£ 1.67	£9.99	£ 8.32	Dropbox Marketing
3012/301160	06.09.20	Zoom.com	Web conferencing	£ -	£11.99	£ 11.99	Zoom.com Web conferencing
3012/301160	08.09.20	ukpos.com	Poster frames	£ 4.80	£28.78	£ 23.98	ukpos.com Poster frames
3012/301160	10.09.20	Careco.co.uk	Seco rollator	£ 10.00	£59.99	£ 49.99	Careco.co.uk Seco rollator
3012/301160	10.09.20	Boss Training Ltd	Passma course	£ 54.00	£324.00	£ 270.00	Boss Training Ltd Passma course
3012/301160	11.09.20	Group for Ed Museum	Job ad		£214.00	£ 214.00	Group for Ed Museum Job ad
3012/301160	17.09.20	Mailchimp.com			£39.13	£ 39.13	Mailchimp.com
3012/301160	25.09.20	Shopify			£80.31	£ 80.31	Shopify
			<b>TOTAL</b>	£ 86.25	<b>£4,611.23</b>	£ 4,524.98	

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)	ex VAT	Narrative
<b>User 1</b>	<b>Mayoral</b>						
1222/307236	07.10.20	Hertschamber.com	EU countdown to change		£15.00	£ 15.00	Hertschamber.com EU countdown to change
1222/307236	07.10.20	Hertschamber.com	EU countdown to change		£15.00	£ 15.00	Hertschamber.com EU countdown to change
1222/307236	07.10.20	Hertschamber.com	EU countdown to change		£15.00	£ 15.00	Hertschamber.com EU countdown to change
<b>User 2</b>	<b>Housing</b>						
8000/301160	09.10.20	Chartererd Institute of EN London	Training		£45.00	£ 45.00	Chartererd Institute of EN London Training
8000/301160	09.10.20	Chartererd Institute of EN London	Training		£45.00	£ 45.00	Chartererd Institute of EN London Training
<b>User 3</b>	<b>Finance</b>						
PS01/950264	15.10.20	Security Metrics	Data Analysis	£ -	£246.00	£ 246.00	Security Metrics Data Analysis
PS01/950264	15.10.20	Security Metrics	Data Analysis	£ -	£210.00	£ 210.00	Security Metrics Data Analysis
<b>User 4</b>	<b>Commercial &amp; Development</b>						
2300/301160	10.10.20	Security Industry	Training		£190.00	£ 190.00	Security Industry Training
<b>User 5</b>	<b>Planning</b>						
4530/301160	22.10.20	Labc.uk.com	Training Local AuthorityBuildng Control		£60.00	£ 60.00	Labc.uk.com Training Local AuthorityBuildng Control
4530/301160	26.10.20	Bre Group	Training		£55.00	£ 55.00	Bre Group Training
<b>User 6</b>	<b>Corporate Services</b>						
5025/301160	06.10.20	Pluralsight.com	Education video course		£23.20	£ 23.20	Pluralsight.com Education video course
5025/301160	13.10.20	Zoom	Web Conferencing		£143.99	£ 143.99	Zoom Web Conferencing
<b>User 7</b>	<b>Museums</b>						
3012/301160	03.10.20	Dropbox		£ 1.67	£9.99	£ 8.32	Dropbox
3012/301160	06.10.20	Zoom	Web Conferencing		£11.99	£ 11.99	Zoom Web Conferencing
3012/301160	11.10.20	Survey Monkey	Survey	£ 53.33	£320.00	£ 266.67	Survey Monkey Survey
3012/301160	17.10.20	Mailchimp	Marketing		£39.16	£ 39.16	Mailchimp Marketing
3012/301160	19.10.20	Shopify	Ecommerce Software		£470.40	£ 470.40	Shopify Ecommerce Software
3012/301160	22.10.20	Shoesmiths	Keys		£15.00	£ 15.00	Shoesmiths Keys
3012/301160	23.10.20	Shoesmiths	Keys		£30.00	£ 30.00	Shoesmiths Keys
3012/301160	25.10.20	Shopfiy	Ecommerce Software		£78.26	£ 78.26	Shopfiy Ecommerce Software
3012/301160	26.10.20	Tesco	Sundry for event		£7.00	£ 7.00	Tesco Sundry for event
3012/301160	26.10.20	The Works	Crafts	£ 0.75	£4.50	£ 3.75	The Works Crafts
3012/301160	27.10.20	Shopify	Hardware	£ 19.60	£117.60	£ 98.00	Shopify Hardware
			<b>TOTAL</b>	£ 75.35	£ 2,167.09	£ 2,091.74	



Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
<b>User 1</b>	<b>Finance &amp; Legal</b>				
	18.10.20	Law Society Org	Solicitor advice	£1,640.00	
<b>User 2</b>	<b>Mayoral</b>				
	28.11.20	EB Online Training	Business Training	£108.00	
	19.11.20	Amazon Marketplace	Event	£8.95	
	19.11.20	Amazon Marketplace	Event	£5.84	
<b>User 4</b>					
	18.11.20	Facebook	Facebook Ads	£83.82	
<b>User 5</b>	<b>Housing</b>				
	11.11.20	Thomas Reuters Ltd	JCT Contract	£165.60	
<b>User 6</b>	<b>Corporate Services</b>				
	06.11.20	Pluralsight	Video Training	£22.80	
	14.10.20	Zoom	Web Conferencing	£143.99	
	20.11.20	ST Albans Council	Subscription	£25.00	
	20.11.20	ST Albans Council	Subscription	£25.00	
	20.11.20	ST Albans Council	Subscription	£25.00	
<b>User 7</b>	<b>Community Services</b>				
	06.11.20	Herts Council	Death Certificate	£22.00	
	06.11.20	Herts Council	Death Certificate	£22.00	
<b>User 8</b>	<b>Commercial &amp; Development</b>				
	20.11.20	UPS Ltd	Delivery fees	730.92	
<b>User 9</b>	<b>Museums</b>				
	30.11.20	Premier inn	Room booking exhibition	£90.00	
	03.11.20	Dropbox	Marketing	£9.99	
	06.11.20	Zoom	Web Conferencing	£11.99	
	12.11.20	BII Org	Personal Licence	£168.00	
	13.11.20	Herts Council	HAM Membership	£32.50	
	17.11.20	Mailchimp	Marketing	£40.59	
	24.11.20	Shopify	Online Shop	£145.58	
	27.11.20	Shoemiths	Key Cutting	£105.00	
			<b>TOTAL</b>	<b>£3,632.57</b>	<b>£0.00</b>

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
<b>User 1</b>	<b>Mayoral</b>				
	02.12.20	Amazon	Event	£27.38	
<b>User 2</b>					
	19.12.20	Facebook	Facebook Ad	£134.57	
	<b>Finance</b>				
<b>User 3</b>					
	04.12.20	Chartered Institute EL	Training	£45.00	
	04.12.20	Chartered Institute EL	Training	£45.00	
	04.12.20	Chartered Institute EL	Training	£45.00	
	08.12.20	Argos	Temp Accomadaion furnishing	£277.50	
<b>User 4</b>					
	04.12.20	PWC Shop Digital	Digital Solutions	£240.00	
	08.12.20	Security Meters	IT Security	-£246.00	
<b>User 5</b>	<b>Planning</b>				
	01.12.20	RTPI	Online CPD	£238.80	
	14.12.20	Amazon	Electronic Publications	£39.30	
<b>User 6</b>	<b>Corporate Services</b>				
	29.11.20	Vimeo	Video Training	£226.80	
	30.11.20	Zoom	Web Conferencing	£27.99	
	06.12.20	Pluralsight	Video Training	£22.27	
	13.12.20	Zoom	Web Conferencing	£143.99	
<b>User 7</b>	<b>Commercial &amp; Development</b>				
	30.11.20	Thomas Telford Ltd	Publishing Civil Engineers	£294.00	
	<b>Museums</b>				
<b>User 8</b>	30.11.20	GEM	Online Safeguarding Training	£8.68	
	02.12.20	Wilko	Battery	£11.50	
	03.12.20	Dropbox	Marketing	£9.99	
	06.12.20	Shoesmith	Key Cutting	£130.00	
	06.12.20	Zoom	Online Video Events	£11.99	
	08.12.20	First4Magnets.com	Printable Magnets	£22.99	
	17.12.20	Mailchip	Marketing	£39.75	
	21.12.20	RS Components	Battery	£40.78	
	24.12.20	Shopify	Online Shop	£143.50	
			<b>TOTAL</b>	<b>£1,980.78</b>	

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
<b>User 1</b>	<b>Housing</b>				
	12.01.21	DVLA	Vehicle Tax	£267.50	
<b>User 2</b>	<b>Mayoral</b>				
	18.01.21	Facebook	Facebook Ads	£135.20	
	19.01.21	Speednames	Domain Names	£69.60	
<b>User 3</b>	<b>Corporate Services</b>				
	30.12.21	Zoom	Web Conferencing	£27.99	
	06.01.21	Pluralsight	Video Training	£26.47	
	13.01.21	Zoom	Web Conferencing	£143.99	
	14.01.21	St Albans Council	Subscription	£2.00	
	26.01.21	Zoom	Web Conferencing	£103.07	
<b>User 4</b>	<b>Community Servcies</b>				
	27.01.21	Chartered Institute EL	Training	£99.00	
<b>User 5</b>	<b>Museums</b>				
	31.12.20	Facebook	Facebook Ads	£39.15	
	03.01.21	Dropbox	File Hosting	£9.99	
	05.01.21	Paypal	Cellpack	£40.20	
	05.01.21	UK RS Online	Delivery Charges	-£40.78	
	06.01.21	Zoom	Web Conferencing	£11.99	
	11.01.21	EB	Mental Health Awareness	£49.10	
	17.01.21	Mailchimp	Mail	£39.39	
	20.01.21	Facebook	Facebook Ads	£40.00	
	22.01.21	Tesco	Event	£7.00	
	22.01.21	EB Creative Consultants	Business Creative	£95.00	
	22.01.21	Zoom	Web Conferencing	£15.48	
	23.01.21	Shopify	Online Shop	£141.92	
			<b>Total</b>	<b>£1,323.26</b>	