

## Procurement Card April 2017- December 2017

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Order ref.	Order date	Supplier name	Description of goods/services	Cost code/nominal code	Net value zero rated/Out of scope £	Net Value Std rate (20%) £	VAT @ 20%	Gross Amount (including VAT)
<b>User 1</b>	<b>Mayoral</b>							
	28/03/2017	Trainline	National Association of Civic Officers Conference - Derby	1245/002300				90.27
	04/04/2017	Filmbank	Deposit for Henry V (fund raising event)	1222/320118				150.00
	07/04/2017	Morrisons	Refreshments - Members Kitchen	1215/301000				18.20
	27/04/2017	M&S	Dessert Mayor Making	1222/320118				113.00
<b>User 2</b>	<b>Legal</b>							
	05/04/2017	Amazon	Cannon mulipack Toner Cartridge	1245/301000				£124.95
	06/04/2017	Amazon	5x Cannon Toner Cartridge	1245/301000		£50.97	£10.17	£61.14
<b>User 3</b>	<b>Housing</b>							
	29/03/2017	Chartered Institute of Environmental health	Training	8000/002300				£284.00
	20/04/2017	ARGOS	Items for temporary accommodation	8030/301000				£18.94
	20/04/2017	ARGOS	Items for temporary accommodation	8030/301000				£29.99
	20/04/2017	ARGOS	Items for temporary accommodation	8030/301000				£40.00
<b>User 4</b>	<b>Commercial and Development</b>							
	07/04/2017	Marks & Spencer	Working lunch for New Museum Gallery Brand Steering Meeting	3019/320100				£ 52.45
<b>User 5</b>	<b>Housing</b>							
	14/04/2017	Chartered Institute of Environmental health	Understanding Housing health and safety rating system	2040/002300				£284.00
	28/04/2017	Chartered Institute of Environmental health	Housing and Health Conference	2040/002300				£284.00
<b>User 6</b>	<b>Planning</b>							
	29/03/2017	Local Authority of Building Control	Conference Booking	4510/002304		£150.00	£30.00	£180.00
<b>User 7</b>	<b>Commercial and Development</b>							
	29/03/2017	VUE:NCS CITB HS&E TEST	Construction of skills Certification scheme test- (construction site safety)	3018 301000				19.50
	29/03/2017	MATALAN.CO.UK	Tshirts for educational activity	3048/306500				56.95
	31/03/2017	DVLA VEHICLE TAX	Museum Van Tax	3012/204000				129.00
	03/04/2017	NCS:VUE CITB HS&E REV	Construction of Skills Certification Scheme study booklet	3018 301000				11.50
	05/04/2017	WWW.BUYSHEDSDIRECT.CO	Secure bike shed for pool bike	3012/301000		185.15	37.03	222.18
	21/04/2017	PAYPAL :METRAX	Storage equipment for stage	3040/301000				42.97
	24/04/2017	Amazon UK Marketplace	Tessa Verney Wheeler: Book	3040/305220				65.38
					£0.00	£386.12	£77.20	£2,278.42

Month Procurement Card May 2017

Order ref.	Order date	Supplier name	Description of goods/services	Cost code/nominal code	Net value zero rated/Out of scope £	Net Value Std rate (20%) £	VAT @ 20%	Gross Amount (including VAT)
<b>User 1</b>	<b>Mayoral</b>							
	28/04/2017	Morrisons	Refreshments - Mayoral Coaching	1215/301000				17.04
	10/05/2017	M&S	Refreshments - Mayoral Talk to St Leonards	1222/307225				£20.13
	10/05/2017	M&S	REFUNDRRefreshments - Mayoral Talk to St Leonards	1222/307225				-£1.55
	15/05/2017	Filmbank	Licence Fee for Henry V (fund raising event)	1222/307225				£99.60
	16/05/2017	Morrisons	Wine and Soft Drinks - Mayor Making	1222/320118				£128.50
	16/05/2017	Morrisons	Wine and Soft Drinks - Mayor Making	1222/320118				£200.10
	21/05/2017	Morrisons	Refreshments - Bbounds	1222/320118				£12.45
	12/05/2017	White Hart Tap	Refreshments - Bbounds	1222/320118				£32.55
	23/05/2017	Morrisons	Refreshments - Mayor Making	1222/320118				£10.21
	24/05/2017	Morrisons	Paper Plates etc	1222/320118				£17.55
	24/05/2017	Morrisons	Full Council refreshments	1222/307225				£26.98
	24/05/2017	Robert Dyas	Plastic Buckets	1222/320118				£10.97
<b>User 2</b>	<b>Community Services</b>							
	11/05/2017	Charnwood	Small safety boots, size 2 and 3 purchased (sizes not be found elsewhere)	2510/3030100		97.50	19.50	117.00
	12/05/2017	St Albans Wood Recycling	Bin surround for the Alban Street Festival (first half of payment)	1555/408309				187.50
<b>User 3</b>	<b>Housing</b>							
	04/05/2017	192.com	Access to information to trace former tenants	8000/305554				£24.70
	19/05/2017	Argos	Equipment for temporary accommodation	8030/301000				£59.94
	19/05/2017	Argos	Equipment for temporary accommodation	8030/301000				£0.35
	16/05/2017	Amazon	Book on difficult people	8000/304200				£3.50
	16/05/2017	Amazon	Book on difficult people	8000/304200				£10.28
<b>User 4</b>	<b>Commercial and Development</b>							
	12/05/2017	PayPal	Purchase of 4 tickets for Royal Town Planning Institute Awards	2300/307101		230.00	46.00	276.00
	16/05/2017	Trainline	Train tickets for Chartered Institute of Housing -Housing Conference, Manchester	2300/244000				123.93
<b>User 5</b>	<b>Commercial and Development</b>							
	10/05/2017	ABBEY AUTOS LTD	Museum Van Repair	3012/204000				342.00
	10/05/2017	ABBEY AUTOS LTD	Museum Van service +MOT	3012/204000				326.92
	15/05/2017	EB :ICON ARCHAEOLOGY	Archaeology seminar	3032/301000				18.00
	16/05/2017	PAYPAL :ACE	Association for Cultural Enterprises	3012/308100				180.00
	22/05/2017	RAPID ELECTRONICS	Vacuum Pump with Pressure Gauge	3032/301000				21.94
	23/05/2017	AIM	Membership of Associate of Independent Museums	3012/308100				110.00
	23/05/2017	WWW.OXFORD.AC.UK	Digital learning course	3018/307107				40.00
	24/05/2017	WWW.USBORNEBOOKSATHOME	Roman children's reading books	3017/320100				28.97
	25/05/2017	AMAZON.CO.UK	Sensory toys (used by the learning team for access provision)	3017/320100				14.98
	25/05/2017	AMAZON.CO.UK	Museum Adventure picturebooks	3017/320100				2.82
	25/05/2017	AMAZON.CO.UK	SEN / AAC / ASD) Visual Aid Resource	3017/320100				5.79
	25/05/2017	AMAZON.CO.UK	Sensory toys (used by the learning team for access provision)	3017/320100				6.97
	26/05/2017	AMAZON.CO.UK	Sensory toys (used by the learning team for access provision)	3017/320100				6.99
					£0.00	£327.50	£65.50	£2,483.11

Month Procurement Card June 2017

Order ref.	Order date	Supplier name	Description of goods/services	Cost code/nominal code	Net value zero rated/Out of scope £	Net Value Std rate (£ (20%)	VAT @ 20%	Gross Amount (including VAT)
<b>User 1</b>	<b>Mayoral</b>							
	06/06/2017	Morrison's	Flowers and Chocolates	1222/307232				20.00
	09/06/2017	British Airways	Civic Officer flight to Frankfurt (Worms twinning trip)	1225/244000				197.65
	09/06/2017	British Airways	Deputy Mayor and Deputy Mayoress Flights to Frankfurt (Worms twinning trip)	1222/307233				395.30
	13/06/2017	Cathedral Book Stall	Deputy Mayor - Gifts for Worms	1222/307233				37.26
	13/06/2017	Andy's Shoemiths	Engraving for Official Gift	1225/301105				29.00
	13/06/2017	Verulamium Museum	Deputy Mayor - Gifts for Worms	1222/307233				117.84
	15/06/2017	Wilko	Picture frames for Worms gifts	1225/301105				13.60
	15/06/2017	Clintons	Gift Bags and Wrapping	1222/307233				23.46
	21/06/2017	M&S	Licensing Training Refreshments for Clirs	1215307202				20.85
	22/06/2017	TSGN	Civic Officer - Train Fare to NACO Exec Meeting - Camden	1245/002300				21.00
	22/06/2017	Indigo Park Sol	Civic Officer -Parking NACO Exec Meeting - Camden	1245/002300				7.40
<b>User 2</b>	<b>Community Services</b>							
	21/06/2017	Amazon UK retail	Crisps for staff working at the Alban Street Festival	3000/305671				15.48
	22/06/2017	Amazon Uk retail	Bottled water for staff working at the Alban Street Festival	3000/305671				23.32
<b>User 3</b>	<b>Housing</b>							
	07/06/2017	Gas Safe	Renewal of licence to practice	0888/320100				182.4
	12/06/2017	ClEH	Training	8000/002300				284
	20/06/2017	Boots	PPE Caretakers (Heatwave equipment)	8009/303100				24.05
	20/06/2017	Robert Dyas	PPE Caretakers (Heatwave equipment)	8009/303100				65.37
	21/06/2017	Tesco	Items for Meeting	8000/305211				24
	22/06/2017	Boots	PPE Caretakers (Heatwave equipment)	8009/303100				16.05
<b>User 4</b>	<b>Commercial and Development</b>							
	12/06/2017	St Albans Wood Recycling	Bin surround payment for Alban Street Festival (second half of payment)	1555/408309				187.50
<b>User 5</b>	<b>Commercial and Development</b>							
	27/05/2017	Amazon UK Retail AMAZON.CO.UK	Pupils Latin Books	3048/306500				26.50
	27/05/2017	Amazon UK Marketplace	Museum children's books	3017/320100				18.77
	31/05/2017	Amazon UK Marketplace	SEND visual aid resource	3017/320100				5.80
	31/05/2017	SHCG ANNUAL CONFERENCE	Social History Curator's Group conference	3018/002300				215.00
	14/06/2017	ENGAGE LONDON	LGBT+ community engagement toolkit course	3018/002300				10.00
	15/06/2017	WWW.SDFIREALARMS.CO.UK INTERNET	alarm cord for accessible toilet	3017/320100				10.13
	15/06/2017	WWW.OXFORD.AC.UK 01865 616000	Refund of Digital learning course	3018/307107				-40.00
	20/06/2017	TSGN	Volunteer and staff research trip Grant Funded	3017/320100				72.90
	21/06/2017	WICKES BUILDING SU	Heavy duty rubble sacks	3028/301000				26.00
	21/06/2017	Amazon UK Marketplace	Precision Screwdriver Set	3012/304101				28.10
	22/06/2017	PRET A MANGER	Volunteer and staff research trip Grant Funded	3017/320100				77.33
	22/06/2017	BRIDEWELL CENTRE	Volunteer and staff research trip Grant Funded	3017/320100				140.00
	22/06/2017	TSGN	Volunteer and staff research trip Grant Funded	3017/320100				14.90
	27/06/2017	WP-SENSETOYS LIMIT	SEND visual aid resource	3017/320100				28.68
	27/06/2017	ARTS MARKETING ASSOCIA	Invoice AMA/20940.	3012/308100				474.00
<b>User 6</b>	<b>Housing</b>							
	30/05/17	ARGOS	Various household goods	2200/301000				37.37
	31/05/2017	ARGOS	Various household goods	2200/301000				22.48
	26/06/2017	ARGOS	Various household goods	2200/301000				312.84
	26/06/2017	ARGOS	Various household goods	2200/301000				217.84
<b>User 7</b>	<b>Legal</b>							
	27/06/2017	UK tapes.co.uk	Barrier tape x2	1505 305198				60.00
	27/06/2017	Amazon.co.uk	4xDuracell Digital Camera batteries	1505 305198				19.60
<b>User 8</b>	<b>Planning</b>							
	05/06/2017	LABC	Conference Booking	4510/002304		£75.00	£15.00	£90.00
<b>User 9</b>	<b>Finance</b>							
	05/04/2017	Money Claims online	Court cost	5550/305140				£60.00
					£0.00	£75.00	£15.00	£3,633.77

Month Procurement Card July 2017

Order ref.	Order date	Supplier name	Description of goods/services	Cost code/nominal code	Net value zero rated/Out of scope £	Net Value Std rate (20%) £	VAT @ 20%	Gross Amount (including VAT)	VAT receipt/ invoice received
<b>User 1</b>	<b>Policy and Partnership</b>								
1	29/06/2017	Amazon.co.uk	Memory Cards X5	1505305198		£53.34	£10.65	£63.99	31.8.17
2	06/07/2017	Amazon.co.uk	Memory Cards X5	1505305198	£64.95			£64.95	N/A held at SADC
<b>User 2</b>	<b>Mayoralty</b>								
AO28	08/07/2017	M&S	Mayoral Event - International Orqan Festival	1222/320118	£191.00			£191.00	
AO29	11/07/2017	M&S	Mayoral Event -Bollywood Reception	1222/307232	£10.98			£10.98	
AO30	11/07/2017	Morrisons	Mayoral Event - International Orqan Festival	1222/320118	£22.05			£22.05	
AO31	17/07/2017	Amazon	IT Equipment	1215/301101	£26.99			£26.99	
AO32	21/07/2017	Cathedral Gift Shop	Mayoral - for Nevers visit	1225/301105	£36.41			£36.41	
AO33	21/07/2017	Graphics Plus	Mayoral - for Nevers visit	1225/301105	£120.00			£120.00	
AO34	21/07/2017	Clintons	Mayoral - for Nevers visit	1225/301105	£14.99			£14.99	
AO35	23/07/2017	Ye Olde Fighting Cocks	Mayoral - for Nevers visit	1225/306505	£120.30			£120.30	
AO36	22/07/2017	Loch Fyne	Mayoral - for Nevers visit	1225/306505	£289.05			£289.05	
AO37	23/07/2017	Veer Dhara	Mayoral - for Nevers visit	1225/306505	£340.00			£340.00	
AO38	23/07/2017	Veer Dhara	Mayoral - for Nevers visit	1225/306505	£173.45			£173.45	
<b>User 3</b>	<b>Commercial and Development</b>								
95797428	29/06/2017	Marks & Spencer	Working lunch meeting - external contractor	2300/320100	£41.85			£41.85	
77412623	30/06/2017	Novotel, Sheffield	Training Conference, Rotherham	2300/307101	£165.84	£33.16		£199.00	
87995578	06/07/2017	Trainline	Travel fare	2300/244000	£38.05			£38.05	
<b>User 4</b>	<b>Housing</b>								
JT001	20/07/2017	Amazon	Electrical equipment	8000/301000	£24.70			£24.70	
JT002	21/07/2017	Marks and Spencer	Voucher for homeless applicant	8000/305211	£80.00			£80.00	
<b>User 5</b>	<b>Policy and Partnership</b>								
1	19/07/2017	Speednames.com	Domain names	3056 306503	£250.00	£50.00		£300.00	50.00
<b>User 6</b>	<b>Housing</b>								
DCR/001	27/06/2017	ARGOS	Various household goods	2200/301000	£428.94			£428.94	
DCR/002	27/06/2017	ARGOS	Various household goods	2200/301000	£115.80			£115.80	
DCR/003	07/07/2017	LEGAL ACTION GROUP	Training-Homelessness Conference	2020/308135	£150.00			£150.00	
<b>User 7</b>	<b>Planning</b>								
MK0029	04/07/2017	TRADA	Book	4510/301000	£38.50			£38.50	
<b>User 8</b>	<b>Commercial and Development</b>								
	29/06/2017	TRAINLINE	2 x Train travel conference	3017/320100	£283.25			£283.25	
	30/06/2017	GROUP FOR EDUCATION	Conference	3018/307101	£275.40			£275.40	
	03/07/2017	B&Q DIRECT	Volunteers Photography Lamp	3017/320100	£28.00			£28.00	
	06/07/2017	WWW.REAGENT.CO.UK	Conservation materials	3017/320100	£171.64			£171.64	
	06/07/2017	TSGN	Train travel	3012/244000	£21.00			£21.00	
	07/07/2017	WWW.PARCELMONKEY.CO.UK INTERNET	Postage		£50.48			£50.48	
	17/07/2017	MARKS&SPENCER	Disability awareness training lunch	3017/320100	£97.65			£97.65	
	18/07/2017	WWW.NHM.AC.UK	Safari hat for Museum Explorer	3017/320100	£40.90			£40.90	
	18/07/2017	PUPPETS BY POST	Museum explorer items	3017/320100	£45.50			£45.50	
	18/07/2017	AMAZON.CO.UK	Museum explorer items	3017/320100	£9.95			£9.95	
	19/07/2017	AMAZON.CO.UK	Museum explorer items	3017/320100	£4.84			£4.84	
	19/07/2017	AMAZON.CO.UK	Museum explorer items	3017/320100	£13.95			£13.95	
	19/07/2017	AMAZON.CO.UK	Museum explorer items	3017/320100	£20.07			£20.07	
	20/07/2017	PAYPAL	Museum explorer items	3017/320100	£13.98			£13.98	
	20/07/2017	BUTTERFIELD	Safety boots	3017/320100	£39.23			£39.23	
	21/07/2017	ARMCHAIR ARMOURY	Conservation materials	3032/301000	£24.20			£24.20	
	21/07/2017	AMAZON.CO.UK	Museum explorer items	3017/320100	£50.55			£50.55	
	21/07/2017	AMAZON.CO.UK	Museum explorer items	3017/320100	£19.44			£19.44	
	24/07/2017	AMAZON.CO.UK	4x Learning Resources Colour Paddles	3017/320100	£19.98			£19.98	
	26/07/2017	AMAZON.CO.UK	Museum dressing up items	3017/320100	£5.98			£5.98	
	26/07/2017	AMAZON.CO.UK	Museum dressing up items	3017/320100	£7.18			£7.18	
	26/07/2017	AMAZON.CO.UK	Museum dressing up items	3017/320100	£8.99			£8.99	
	27/07/2017	SIGNATURE BALLOONS	Heavy Duty Hand Pump	3017/320100	£27.94			£27.94	
	27/07/2017	AMAZON.CO.UK	Museum dressing up items	3017/320100	£9.00			£9.00	
	27/07/2017	AMAZON.CO.UK	Museum dressing up items	3017/320100	£57.73			£57.73	
	27/07/2017	ICON CERAMICS	Conservation training	3017/320100	£145.00			£145.00	
					<b>£4,170.73</b>	<b>£136.50</b>	<b>£10.65</b>	<b>£4,382.83</b>	

Month Procurement Card August 2017

Order ref.	Order date	Supplier name	Description of goods/services	Cost code/nominal code	Net value zero rated/Out of scope £	Net Value Std rate (20%) £	VAT @ 20%	Gross Amount (including VAT)
<b>User 1 Policy and Partnership</b>								
AO39	01/08/2017	Fairmile Florist Christchurch	Civic Wreath	1222/320121	£100.00		c	
AO40	07/08/2017	The Nottingham Gateway	Hotel Accommodation	1245 002300	£100.00			£100.00
AO41	07/08/2017	David Austin Roses	Mayoral Worms visit	1225/301105	£98.95			£98.95
AO42	09/08/2017	Just Giving	Sponsorship	1222/307232	£100.00			£100.00
AO43	10/08/2017	Dylans	Mayoral High Sheriff visit	1222/307232	£117.30			£117.30
AO44	10/08/2017	Dylans	Mayoral High Sheriff visit	1222/307232	£100.00			£100.00
AO45	12/08/2017	Morrisons	100th Birthday Flowers	1222/307232	£15.00			£15.00
AO46	16/08/2017	Cathedral Book Stall	Mayoral Nevers visit	1225/306505	£24.00			£24.00
AO47	16/08/2017	Graphics Plus	Mayoral Worms visit	1225/301105	£120.00			£120.00
AO48	16/08/2017	M&S	Mayoral - Sopwell Community Trust visit	1222/307232	£10.39			£10.39
AO49	21/08/2017	Maplins	Plastic ties	1222/320118	£13.18			£13.18
<b>User 2 Commercial and Development</b>								
71884648	07/08/2017	Virgin Trains	Train travel	2300/244000	£41.00			£41.00
<b>User 3 Housing</b>								
JT001	15/08/2017	Amazon	Stationery	8000/305211	£7.99			£7.99
JT002	17/08/2017	Amazon	Display boards	8000/305211	£126.95			£126.95
JT003	17/08/2017	Amazon	Display boards	8000/305211	£279.80			£279.80
<b>User 4 Policy and Partnership</b>								
1	07/08/2017	Speednames UK	Renewal of web domain name - Museums	3012/306311	£48.00	£9.60		£57.60
2	24/08/2017	Disclosure Scotland	Disclosure Check	5505/305157	£25.00			£25.00
3	22/08/2017	Advance Training	Course fee	5080 305153	£299.99			£299.99
<b>User 5 Housing</b>								
DCR/001	09/08/2017	ARGOS	Various household goods	2200/301000	£260.94			£260.94
DCR/002	25/08/2017	ARGOS	Various household goods	2200/301000	£195.44			£195.44
<b>User 6 Planning</b>								
MK0030	11/08/2017	CABE	Fire safety training	4510/002304	£125.00	£25.00		£150.00
MK0031	21/08/2017	Trainline	Train Travel	4530/244000	£35.95			£35.95
MK0032	21/08/2017	Virgin Trains	Train Travel	4530/244000	£164.90			£164.90
<b>User 7 Commercial and Development</b>								
	31-Jul	AMAZON.CO.UK	Book	3048/306500	£6.99			£6.99
	31-Jul	HOTEL IBIS	Conference accommodation	3018/301000	£180.00			£180.00
	09-Aug	OFFICEFURNITUREONL	Cupboard for Lecture Room	3017/320100	£194.22			£194.22
	10-Aug	CPC Leeds	Hearing loop Tester	3017/320100	£49.98			£49.98
	10-Aug	DISCOUNTDISPLAYS.	Display cover sheets	3017/320100	£53.90			£53.90
	10-Aug	WWW.SUTTONS-SEEDS.	Supplies for children's activity	3048/306500	£17.43			£17.43
	10-Aug	SENSORY DIRECT	Ear Defenders For Verulamium Museum	3017/320100	£74.35			£74.35
	18-Aug	TSGN	Travel costs	3012/244000	£14.90			£14.90
	22-Aug	TSGN	Travel costs	3012/244000	£55.40			£55.40
	23-Aug	DISCOUNTDISPLAYS.	Display Cover Sheets	3017/320100	£33.52			£33.52
	23-Aug	PALMERMETALS.CO.UK	Conservation pliers	3017/320100	£18.48			£18.48
					£3,108.95	£34.60	£0.00	£3,043.55

Month Procurement Card September 2017

Order ref.	Order date	Supplier name	Description of goods/services	Cost code/nominal code	Net value zero rated/Out of scope £	Net Value Std rate (20%) £	VAT @ 20%	Gross Amount (including VAT)
<b>User 1</b>	<b>Policy and Partnership</b>							
1	30/08/2017	The Solicitor Group	Conference	5545 305274		£119.00	£23.80	£142.80
2	06/09/2017	CIEH	Conference	1500 002300	£400.00		N/A	£400.00
<b>User 2</b>	<b>Mayoralty</b>							
AO50	31/08/2017	Camaloon	Mayor Badges	1222/307232	£129.10			£129.10
AO51	01/09/2017	Tesco	Kitchen supplies	1215/301000	£22.02			£22.02
AO52	01/09/2017	Tesco	Mayoral Refreshments	1222/307232	£9.96			£9.96
AO53	01/09/2017	M&S	Mayoral Refreshments	1222/307232	£15.20			£15.20
AO54	13/09/2017	M&S	Mayoral Refreshments	1222/320118	£53.85			£53.85
AO55	15/09/2017	Edelweiss Florists	Mayoral Wreath	1222/320121	£60.00			£60.00
<b>User 3</b>	<b>Commercial and Development</b>							
59925591	04/09/2017	PremierFleet.net	Delivery & collection of youth shelter	3000/305184		£144.38	£28.88	£173.26
87350000	13/09/2017	C2C Barking	Travel fare	2300/244000	£20.30			£20.30
36921038	19/09/2017	XL Displays	Display Board & equipment	1560/320100		£114.00	£22.80	£136.80
<b>User 4</b>	<b>Housing</b>							
JT001	11/09/2017	Marks and Spencer	Open day refreshments	8000 305 211	£461.00			£461.00
JT002	11/09/2017	Marks and Spencer	Open day refreshments	8000 305 211	£414.00			£414.00
JT003	11/09/2017	Marks and Spencer	Open day refreshments	8000 305 211	£362.00			£362.00
JT004	11/09/2017	Amazon	Housing open day equipment	8000 305 211	£12.84			£12.84
JT005	12/09/2017	Wilko	Miscellaneous items for open day	8000 305 211	£38.50			£38.50
JT006	12/09/2017	Costco	Membership	8000 305 211	£33.60			£33.60
JT007	12/09/2017	The Works	Housing open day equipment	8000 305 211	£68.34			£68.34
JT008	12/09/2017	Amazon	Housing open day equipment	8000 305 211	£14.04			£14.04
JT009	12/09/2017	Amazon	Housing open day equipment	8000 305 211	£13.99			£13.99
JT010	19/09/2017	St Albans Tyre and Exhaust	New tyre - caretaking van	8009 201 000	£83.94			£83.94
JT011	18/09/2017	Amazon	Housing open day stationery	8000 305 211	£15.98			£15.98
JT012	20/09/2017	Paperchase	Housing open day stationery	8000 305 211	£12.55			£12.55
JT013	21/09/2017	Marks and Spencer	10 X £25 prize draw vouchers	8000 305 211	£250.00			£250.00
JT014	21/09/2017	Tesco	2X £50 vouchers	8000 305 211	£100.00			£100.00
JT015	21/09/2017	Tesco	Dusters and polish	8000 305 211	£2.10			£2.10
JT016	22/09/2017	Marks and Spencer	2 X vouchers - housing open day	8000 305 211	£150.00			£150.00
JT 017	23/09/2017	Marks and Spencer	Refreshments - housing open day	8000 305 211	£38.57			£38.57
JT018	27/09/2017	Marks and Spencer	Vouchers and goods for tenants	8000 305 211	£180.00			£180.00
<b>User 5</b>	<b>Policy and Partnership</b>							
1	06/09/2017	Speednames	Renewal of web domain name - Museums	3012 306311		£19.00	£3.80	£22.80
2	22/09/2017	Dropbox	Dropbox Pro subscription	3056 306503		£65.83	£13.17	£79.00
<b>User 6</b>	<b>Housing</b>							
DCR/001	06/09/2017	ARGOS	Various household goods	2200/301000	£148.94			£148.94
DCR/002	06/09/2017	ARGOS	Various household goods	2200/301000	£339.65			£339.65
DCR/003	08/09/2017	THE TRAINLINE	Train Ticket	2020/308135	£110.31			£110.31
<b>User 7</b>	<b>Planning</b>							
MK0033	01/09/2017	CABE	Staff Training	4510/002304	£34.80			£34.80
<b>User 8</b>	<b>Commercial and Development</b>							
	30-Aug	Print and Web Shop	Volunteer Photography slips	3017 / 320100	£32.40			£32.40
	31-Aug	TSGN	Travel	3012/244000	£21.00			£21.00
	04-Sep	Amazon UK	Baskets	3017 / 320100	£44.75			£44.75
	06-Sep	WWW.DISPLAYSUK.CO.UK	Perspex Leaflet Holder	3017 / 320100	£35.99			£35.99
	12-Sep	ALBAN LOCKSMITHS	Key	3017 / 320100	£11.90			£11.90
	14-Sep	WEPRINTLANYARDS.CO	Access Champion lanyards	3017 / 320100	£37.08			£37.08
	18-Sep	IKEA ONLINE	Dish drainer	3017 / 320100	£35.50			£35.50

Month                    **Procurement Card September 2017**

Order ref.	Order date	Supplier name	Description of goods/services	Cost code/nominal code	Net value zero rated/Out of scope £	Net Value Std rate (20%) £	VAT @ 20%	Gross Amount (including VAT)
	19-Sep	SOUNDINDUCT.CO.UK	Audio induction loop receiver	3017 / 320100	£115.92			£115.92
	20-Sep	TRAINLINE	Mystery shopping	3017 / 320100	£27.64			£27.64
	21-Sep	TV LICENSING	Museum licence	3012/204000	£147.00			£147.00
	21-Sep	Amazon UK	Batteries	3017 / 320100	£6.13			£6.13
	25-Sep	Amazon UK	Laser PowerPoint Pointer	3017 / 320100	£44.98			£44.98
	26-Sep	METALS4U.CO.UK	Rotary Tool	3017 / 320100	£12.33			£12.33
	26-Sep	TSGN	Travel	3012/244000	£35.90			£35.90
					<b>£4,204.10</b>	<b>£462.21</b>	<b>£92.45</b>	<b>£4,758.76</b>



Month

Oct-17

Order ref.	Order date	Supplier name	Description of goods/services	Cost code/nominal code	Net value Out of Scope/Zero Rated £	Net Value Std rate (20%) £	VAT @ 20%	Gross Amount (including VAT)	VAT receipt/ invoice received
<b>User 1</b>									
<b>Mayorality</b>									
AO56	29/09/2017	SADC	Event ticket	1222307232	25.00			25.00	
AO57	30/09/2017	The Canteen	Catering	1225 306505	80.00			80.00	
AO58	01/10/2017	Ye Old Fighting Cocks	Catering	1225 306505	148.60			148.60	
AO59	01/10/2017	Lussmans	Catering	1225 306505	400.00			400.00	
AO60	01/10/2017	Lussmans	Catering	1225 306505	357.24			357.24	
AO61	02/10/2017	Per Tutti	Catering	1225 306505	61.65			61.65	
AO62	03/10/2017	Edelweiss Florists	Shield Wreath	1222/320121	60.00			60.00	
AO63	04/10/2017	TSGN	National Association of Civic Officers	1245/002300	39.20			39.20	
AO64	09/10/2017	The Beech House	Catering	1215 305575	6.30			6.30	
AO65	10/10/2017	M&S	Catering	1222 320139	192.00			192.00	
AO66	10/10/2017	Morrisons	Catering	1222 320139	20.00			20.00	
AO67	11/10/2017	Tesco	Supplies	1215 305575	12.29			12.29	
AO68	11/10/2017	Tesco	Supplies	1215 305575	11.54			11.54	
AO69	12/10/2017	M&S	Catering	1222 307232	36.15			36.15	
AO70	15/10/2017	M&S	Catering	1222 320139	90.00			90.00	
AO71	15/10/2017	Morrisons	Catering	1222 320139	68.00			68.00	
<b>User 2</b>									
<b>Commercial and Development</b>									
12615400	28/09/2018	Trainline London	Travel	2300/244000	£104.50			£104.50	
228970	10/10/2018	UPT Cambridge CC Grand A Cambridge	Travel	2300/244000	£19.50			£19.50	
76092521	12/10/2018	TSGN St Albans	Travel	2300/244000	£21.00			£21.00	
19740621	19/10/2018	Indigo Park Services, Flitwick	Parking	2300/244000	£3.30			£3.30	
98210983	19/10/2018	TSGN Flitwick	Travel	2300/244000	£18.90			£18.90	
21994014	23/10/2018	TSGN St Albans	Travel	2300/244000	£11.80			£11.80	
93142487	24/10/2018	East Midlands Train NW1 London	Travel	2300/244000	£11.80			£11.80	
32434779	26/10/2018	TSGN St Albans	Travel	2300/244000	£12.30			£12.30	
<b>User 3</b>									
<b>Housing</b>									
JT 001	19/10/2017	Money Claim Online (HMCTS)	Small Claims Court Fees	8000 305 231	£35.00			£35.00	
JT 002	19/10/2017	Money Claim Online (HMCTS)	Small Claims Court Fees	8000 305 231	£185.00			£185.00	
JT 003	19/10/2017	Money Claim Online (HMCTS)	Small Claims Court Fees	8000 305 211	£25.00			£25.00	
<b>User 4</b>									
<b>Policy and Partnership</b>									
CW/2017091	28/09/2017	General Council of the Bar	General Council of the Bar - practicing certificate	5545/001902	£202.00			£202.00	
CW/2017101	05/10/2017	Security Industry Authority, via Post Office C	Security Industry Authority - licence application	1210/301000	£220.00			£220.00	
CW2017102	18/10/2017	Art Hostel	Accommodation	1110/320100	£55.00			£55.00	
CW2017103	19/10/2017	Indigo Parking	Parking	1110/320100	£13.60			£13.60	
<b>User 5</b>									
<b>Planning</b>									
MK0034	11/10/2017	Arboricultural Association	Visual Tree Assessment	6410/307101		£50.00	£10.00	£60.00	
<b>User 6</b>									
<b>Commercial and Development</b>									
06/10/2017		Amazon UK Marketplace	Volunteer Resources	3017320100	£107.76			£107.76	
06/10/2017		Amazon UK Retail	Volunteer Resources	3017320100	£81.96			£81.96	
16/10/2017		PAPAL:DAVID LEECH	Educational Resources	3018301000	£59.40			£59.40	
16/10/2017		WP-Restore Product	Specialist Conservation Equipment	3032301000	£13.80			£13.80	
27/10/2017		WP-Restore Product	Specialist Conservation Equipment	3032301000	£12.70			£12.70	
					<b>£2,822.29</b>	<b>£50.00</b>	<b>£10.00</b>	<b>£2,882.29</b>	

Month

Nov-17

Order ref.	Order date	Supplier name	Description of goods/services	Cost code/nominal code	Net value Out of Scope/Zero Rated £	Net Value Std rate (20%) £	VAT @ 20%	Gross Amount (including VAT)	VAT receipt/ invoice received
<b>User 1</b>	<b>Chief Executive and Policy</b>								
1	09/01/2017	Solace	Elections Conference 2018	5545/305274		£345.00	£69.00	£414.00	
2	22/11/2017	South Essex Insurance Brokers	Annual Land Insurance Premium	6100/320100	£181.49			£181.49	
<b>User 2</b>	<b>Mayorality</b>								
AO72	31/10/2017	Parking Services	Parking	1222307232	70.00			70.00	
AO73	02/11/2017	M&S	Catering	1222307232	11.88			11.88	
AO74	07/11/2017	Trainline	Travel	1245 002300	42.43			42.43	
AO75	09/11/2017	Morrisons	Catering	1222 320119	42.56			42.56	
AO76	10/11/2017	Beelex	Supplies	1222 320119	7.90			7.90	
AO77	11/11/2017	Morrisons	Catering	1222 320119	14.80			14.80	
AO78	15/11/2017	Post Office Counters	Postage	1225 301105	33.40			33.40	
AO79	15/11/2017	Zurich Ins	Public Liability Insurance	1225 308100	400.00			400.00	
AO80	15/11/2017	Zurich Ins	Public Liability Insurance	1225 308100	400.00			400.00	
AO81	15/11/2017	Zurich Ins	Public Liability Insurance	1225 308100	164.49			164.49	
AO82	20/11/2017	SADC	Catering	1222 320120	21.42			21.42	
<b>User 3</b>	<b>Commercial and Development</b>								
89101933	02/11/2017	Marks & Spencer	Catering	2300/320100	£34.55			£34.55	
<b>User 4</b>	<b>Housing</b>								
JT 001	20/11/2017	Argos	Microwave	8012 301000	54.99			54.99	
JT 002	26/11/2017	Tesco	Tenant Supplies	8030 301 000	25.00			25.00	
<b>User 5</b>	<b>Policy and Partnership</b>								
CW/20171101	01/11/2017	Trainline	Travel	1110/244000	£20.04			£20.04	
CW/20171102	03/11/2018	Trainline	Part reimbursement of above	1110/244000	-£18.90			-£18.90	
CW/20171103	03/11/2018	Indigo Parking	Parking	1110/244000	£6.80			£6.80	
CW/20171104	21/11/2018	Marks and Spencer	Catering	1110/320100	£61.05			£61.05	
CW/20171105	23/11/2018	Marks and Spencer	Catering	1110/320100	£18.16			£18.16	
<b>User 6</b>	<b>Housing</b>								
DCR/001	06/11/2017	Argos	Various Household Goods	2200/301000	348.12			348.12	
DCR/002	21/11/2017	Jardine Leather Goods	Stationary	2065/301000	110.40			110.40	
<b>User 7</b>	<b>Commercial and Development</b>								
	08/11/2017	MARKS&SPENCER PLC	Volunteer supplies	3017/320100	98.00			98.00	
	15/11/2017	AMAZON.CO.UK	Education Supplies	3012/304101	23.11			23.11	
	15/11/2017	AMAZON.CO.UK	Education Supplies	3012/304101	23.11			23.11	
	15/11/2017	AMAZON.CO.UK	Education Supplies	3012/304101	23.12			23.12	
	15/11/2017	AMAZON.CO.UK	Education Supplies	3012/304101	23.11			23.11	
	15/11/2017	AMAZON.CO.UK	Education Supplies	3018/301000	2.77			2.77	
	17/11/2017	NCP LIMITED	Museum Association Conference	3012/307101	37.40			37.40	
	17/11/2017	2 Nights accommodation -JURYS INN MAN	Museum Association Conference	3012/307101	238.00			238.00	
	17/11/2017	2 Nights accommodation -JURYS INN MAN	Museum Association Conference	3012/307101	238.00			238.00	
	18/11/2017	3 Nights accommodation -JURYS INN MAN	Museum Association Conference	3017/320100	357.00			357.00	
	20/11/2017	WWW.LANYARDSETC.COM	Volunteer Supplies	3017/320100	46.68			46.68	
	23/11/2017	JEWSON	Conservation Supplies	3032/301000	63.34			63.34	
					<b>£3,224.22</b>	<b>£345.00</b>	<b>£69.00</b>	<b>£3,638.22</b>	

Month

Dec-17

Order ref.	Order date	Supplier name	Description of goods/services	Cost code/nominal code	Net value Out of Scope/Zero Rated £	Net Value Std rate (20%) £	VAT @ 20%	Gross Amount (including VAT)	VAT receipt/ invoice received
<b>User 1</b>	<b>Chief Executive and Policy</b>								
	01/01/1900	05/12/2017 SOLACE Group	Annual Election Conference 25/01/18 additional fee	5545/305274		£50.00	£10.00	£60.00	
<b>User 2</b>	<b>Mayoralty</b>								
AO83		05/12/2017 Embrace	Printing		33.95			33.95	
AO84		06/12/2017 M&S	Catering		49.03			49.03	
AO85		14/12/2017 Morrisons	Catering		73.76			73.76	
<b>User 3</b>	<b>Commercial and Development</b>								
	61239262	28/11/2017 TSGN St Albans	Travel	2300/244000	£17.10			£17.10	
	76335919	30/11/2017 TSGN St Albans	Travel	2300/244000	£17.10			£17.10	
	76335919	TSGN St Albans	Travel	1215/307202	£17.10			£17.10	
<b>User 4</b>	<b>Housing</b>								
JT 001		15/12/2017 192.com	Online Charges	8000/305 554	£59.94			£59.94	
JT 002		21/12/2017 DVLA	Vehicle Tax	8009/201 000	£242.50			£242.50	
JT 003		21/12/2017 Evans Halshaw	Servicing	8009/201 000	£440.67			£440.67	
							£30.00	£180.00	
<b>User 5</b>	<b>Planning</b>								
MK0035		11/12/2017 LABC	Training	4510/002304		£150.00			
<b>User 6</b>	<b>Commercial and Development</b>								
		01/12/2017 Bailgate Books	Book	3012/301220					
<b>User 7</b>	<b>Housing</b>								
	18/12/2017	TS00001 Shelter	Training	2020/308135		£160.00	£32.00	£192.00	
	18/12/2017	TS00002 Chartered Institutes for Environmental Heal	Training	2020/308135	£289.00			£289.00	
					<b>£1,240.15</b>	<b>£360.00</b>	<b>£72.00</b>	<b>£1,672.15</b>	