

**CREDIT CARD PURCHASE FORM**

This form should be filled in for any online/telephone purchases made using the departmental credit card. **Please ensure the completed form and credit card are both returned to Liam Cairns.**

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| --- | --- |
| Name: |  |
| Kent Hospitality section *(please tick)*: |  | Tanglewood |  | Housekeeping |  | Catering |  | Reception |
| Date card collected: |  |
| Name of supplier: |  |
| Details of item(s) purchased: |  | Value of item(s): | £ |
|  | £ |
|  | £ |
|  | £ |
| Total order value *(please tick to indicate VAT status)*: | £ |  | Inclusive of VAT |  | VAT exempt |
| Date of purchase: |  |
| Cost code: |  |
| Approved by:*(SMT member)* | Signature: | Print name: | Date: |
| **For Finance dept use only** |
| Date received: |  |
| Total cost: |  |
| Credit card statement date: |  |
| Journal ref: |  |