

## School Imprest VAT Reclaim

**Please Note** All purchases should be processed through SAP wherever possible. This VAT reclaim process is only intended for use when there is no option to process through SAP.

Each individual invoice must be for a minimum of £5 VAT. Where possible only send in requests for refunds exceeding £100 VAT; these claims must be made no later than the following academic year. If the £100 minimum cannot be achieved submit just one claim for the complete academic year, preferably at the beginning of the following academic year, and no later than the end of the following academic year.

We will require:

- Valid VAT receipts or invoices, please see information below on what constitutes a valid VAT invoice as invalid items will not be included in the refund and may be out of date before you can submit your next claim. Each invoice should be given a sequential reference number.
- An invoice summary (in excel format) itemising:
  - sequential reference number;
  - document date;
  - vendor name;
  - net value;
  - VAT; and
  - gross value.
- School Name and Address
  
- Contact name and telephone number
  
- School Cost Centre

Please email the completed form, together with the Excel invoice summary and all supporting invoices and receipts, to [vat.enquiries@derbyshire.gov.uk](mailto:vat.enquiries@derbyshire.gov.uk)

### Valid VAT Documents must include:

- Invoice number
- Vendor name and address
- Vendor's GB VAT number
- Tax point date (time of supply)
- Description of goods
- VAT rate
- Total including VAT

### Documents above £250 must also include:

- Date of document
- Customer's name and address
- Total excluding VAT
- Amount of VAT
- Price per item, excluding VAT
- Quantity of each type of item
- Rate of any discount per item

**Invalid document** examples include pro-forma invoices, and internet order printouts.