# Internal Transfer From County Fund to Imprest account(CHAPS – Punch Only - to Accounts.payable@derbyshire.gov.uk)

**TO BE USED FOR URGENT IMPREST TOP UP ONLY**

## Section 1 – Requestor Details

|  |  |
| --- | --- |
|  **Name** |  |
| **Department/School** |  |
| **Section** |  |
| **Extension** |  |
| **Email Address** |  |

## Section 2 – Vendor Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Vendor reference** | **8** | **0** | **0** | **0** |  |  |  |  |
| **Vendor name** |  |
| **Address line 1 and City** | **Ledger posting only** |

## Section 3 – Details of Transfer

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM (DEBIT)** |  | **TO (CREDIT)****Imprest account name** | **Imprest Account Number** |
| **COUNTY FUND** |  | **308012** |

|  |  |
| --- | --- |
| **Date** |  |
| **DETAILS OF PAYMENT e.g. Imprest top up 18.10.2018** |  |

## Section 4 – Authorisation

|  |  |  |  |
| --- | --- | --- | --- |
| **AUTHORISED FOR PAYMENT** |  | **PRICES VERIFIED****GOODS RECEIVED****CALCULATIONS CHECKED** |  |
| **Authorised by Bank Signatory\* (Over £5000)**\* one from: Peter Handford, Wayne Sutton, Wendy Round and Eleanor Scriven |  |
| **Exchequer/Treasury Management Checked** |  | **Exchequer/Treasury Management inputted by** |  |

## Section 5 – Ledger and Payment Details

|  |  |  |  |
| --- | --- | --- | --- |
| **G/L CODE** | **COST CENTRE or****PROFIT CENTRE or****WBS or****STATISTICAL INTERNAL ORDER or****PLANT MAINTENANCE ORDER** | **AMOUNT** | **VAT RATE** **VA = 20%****V2 = 5%****V0 = 0%****V9 = exempt****VN = outside the scope** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Transfer Amount** |  |  |