# Internal Transfer From County Fund to Imprest account (CHAPS – Punch Only - to [Accounts.payable@derbyshire.gov.uk](mailto: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** | |  |  |