Appendix 13 – JOURNAL

|  |  |
| --- | --- |
| **Internal Journal - Request Form** |  |
|  | **Example** |
| **Name of Requestor**  | M.Mouse |
|  |  |
| **Date** | 28.11.16 |
|  |  |
| **Payment Details** |  |
| What does the payment relate to? | Damage to school by a Looked After Child |
|  |  |
| Account Code to be charged | 384906-Contribution to School |
|  |  |
| Analysis Code to be charged (if applicable) | UA00034 |
|  |  |
| Cost Centre to be charged | 085557 |
|  |  |
| Payment Value -Should be no VAT in this figure | £300 |
|  |  |
| **Payment to-** |  |
| Contact Name (School/Nursery/Other County Council Service) | Mr.J.Bloggs |
|  |  |
| Full Name of School/Nursery to Pay | Esh Winning Primary School |
|  |  |
| School/Nursery Invoice No. (if an invoice has been received) | ABC123 |
|  |  |
| School/Nursery Invoice Date (if an invoice has been received) | 28.11.16 |
|  |  |
| Name of Other County Council Service (if not School/Nursery) | NA |
|  |  |
|  |  |
| **Payment from-** |  |
| Team Manager | C.Bell |
|  |  |
| Full Name of Team | Child Protection Team Spennymoor |
|  |  |
|  |  |
| **AUTHORISATION-** |  |
| Team Manager Authorisation (signature) |  |
|  |  |
| Team Manager Signature Date | 28.11.16 |
|  |  |
| **Fully completed forms should be signed and sent to -** |  |
| Payments to DCC Schools or Nurseries to schoolaccounting@durham.gov.uk **or** |
| Payments to Other County Council Services to sarwar.ahmed@durham.gov.uk  |