



Transaction No. 126019673

PAYMENT AUTHORISATION FORM (Ref: APF1)

Location: <i>SPS Headquarters, HR Directorate</i>	Invoice No:
Payee Name: <i>POA</i>	Entity No (if applicable):
Date Invoiced:	Date Inv. Rec'd
Date Invoice due payment:	
Reason for Payment through Cashbook: <i>T&S Expenditure contribution by SPS for POA(S) - 2013-14</i>	

Account Code	Cost Centre	Project Code	Net Cost	
			£	p
47772212	14006 14034	014	16,173	00
4777				
Document net value			16,173	00
Document VAT value				
Document inclusive value			16,173	00

Special Remittance Instructions (e.g. Bank Details):
cheque → please issue with attached letter.

If Payment is for reimbursement:-	Date:
Claimant's signature:	

Authorising Officer's Signature: <i>[Signature]</i>	Date:
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Amount Authorised: <i>£16,173.00</i>	Job Title: <i>HEAD DIRECTOR OF CORPORATE SERVICES</i>
Telephone Number: <i>031 244 8573</i>	Job Location: <i>Headquarters</i>

Counter Signature (if applicable)	Date:
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FINANCE BRANCH USE ONLY

Date Pay Auth Rec'd:	Paying Officer's Name:
Date Paid: <i>12/2/15</i>	Method of Payment: <i>B/L</i>

This form is not a Purchase Requisition, it should be used to authorise payment for goods/services only

Transaction Number

Scottish Prison Service
Human Resources

REQUISITION NO:

14R000266

PURCHASE REQUISITION

PO ORDER No:

PO AUTH Signature

GRN 1

GRN 2

INV NO

AUTH Signature

REQUESTERS LOCATION:

HRD - ER

DATE OF REQUEST:

DELIVERY LOCATION:

REQUESTERS CONTACT TEL No

COST CENTRE:

14001

PROJECT CODE:

014

THIS REQUISITION HAS BEEN CHECKED BY:
SIGNATURE OF DPA OFFICER:

LINE

DESCRIPTION

DATE

REQUIRED

ACCOUNT CODE

QUANTITY

UNIT OF MEASURE

UNIT PRICE

VALUE EX VAT

TAX CODE

NSV CODE

Catalogue No

6777

16,173

16,173

TOS Expenditure Contribution
by SPS - 2013-2014

1

2

3

4

5

6

ADDITIONAL INFORMATION

SUPPLIER

NAME

POA.

ENTITY

Sub Total 16,173

Vat

Total 16,173

Requester's Signature:

Print Name:

MIL-11 PETERS.

Date

11/2/15

I have checked my budget and I have sufficient funds available to make this Purchase.

Budget Holders Signature:

Print Name:

CHRISTINE TAYLOR

Date



POA SCOTLAND

The Professional Trades Union for Prison,
Correctional & Secure Psychiatric Workers

ALBA HOUSE, 21 CALDER ROAD, EDINBURGH EH11 3PF



Our Ref: Dep/01/15

Scottish Prison Service
Calton House
5 Redheughs Rigg
EDINBURGH EH12 9HW

4 February 2015

Dear Sirs

CLAIM FOR REIMBURSEMENT OF A PROPORTION OF TRAVEL AND SUBSISTENCE COSTS OF ELIGIBLE POA SCOTTISH NATIONAL COMMITTEE MEMBERS

I refer to the outline agreement reached between the Scottish Prison Service and the Prison Officers' Association at our meeting on 2 July 2004. In accordance with Section 2 of that agreement, I hereby submit a claim for reimbursement from the Scottish Prison Service of the agreed proportion of Travel and Subsistence expenses incurred by the Prison Officers' Association in relation to the eligible POA SNC members for the period **1 April 2013 to 31 March 2014**.

I attach a spreadsheet showing the total qualifying travel and subsistence expenses which have been paid by the Prison Officers' Association to the eligible POA SNC members identified during this period.

In accordance with the apportionment arrangements set out in Section 2 of the agreement between us, taking into account the provisions relating to the 'Annual Cap', I would be grateful if you could arrange to reimburse us the amount of **£16,173**. This amount being the value of the 'Annual Cap' which is set at 50% of the equivalent expenditure for 2003-04

I certify that:

- the eligible POA SNC members detailed on the spreadsheet made the journeys detailed;
- the expenses shown were actually and necessarily incurred by the eligible POA SNC members detailed in the carrying out of appropriate employment relations activities and trade union duties;
- all of the qualifying travel and subsistence expenses claimed were legitimate and complied fully with the travel and subsistence rules of the POA;

t: 0131 443 8105 f: 0131 444 0657 e: adminscot@poauk.org.uk

Assistant General Secretary: A Hogg Scottish Chairman: P Fairlie

- all of the qualifying travel and subsistence expenses detailed in the attached spreadsheet have been paid by the Prison Officers' Association to the eligible POA SNC members detailed; and
- none of the qualifying travel and subsistence expenses claimed relate to expenses arising out of the involvement of eligible POA SNC members in designated partnership projects (Section 1 of our agreement) which fall to be claimed by the eligible POA SNC member directly from SPS.

Accordingly, I would appreciate if you could arrange for a payment to be made by the Scottish Prison Service to the Prison Officers' Association in reimbursement of these qualifying travel and subsistence expenses in accordance with the agreement that we have reached.

Yours faithfully

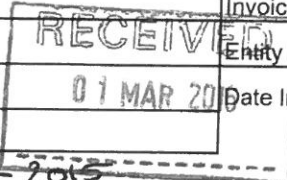
PHIL FAIRLIE
Scottish National Chair



Transaction No. 126022896

PAYMENT AUTHORISATION FORM (Ref: APF1)

Location: SPS HQ (ACTON) HOUSE	Invoice No:
Payee Name: P.O.A.	Entity No (if applicable):
Date Invoiced: 10/2/2016	Date Inv. Rec'd
Date Invoice due payment:	
Reason for Payment through Cashbook: YEAR 2014-2015 SPS AGREED CONTRIBUTION TO POA S.N.C. MEMBERS TRAVE COSTS	



Account Code	Cost Centre	Project Code	Net Cost	
			£	p
2212	14034	014	16,173	00
4777				
Document net value			16,173	00
Document VAT value			0	00
Document inclusive value			16,173	00

Remittance Instructions: PAY BY CHEQUE PLEASE SEE ATTACHED LETTER.	Sort Code: <input type="text"/>
I confirm the details given above are correct:	Account Number: <input type="text"/>
	Signed: <input type="text"/>

Validation of invoice details:	Quantity	W
	Price	W
	Arithmetic	W

If Payment is for reimbursement:-	Date:
Claimant's signature:	

Authorising Officer's Signature: -	Date: 29/2/16
Amount Authorised: £16,173.00	Job Title: DIRECTOR OF CS
Telephone Number: 031 244 8573	Job Location: HQ

Counter Signature (if applicable)	Date:
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FINANCE BRANCH USE ONLY

Date Pay Auth Rec'd:	Paying Officer's Name: [Signature]
Date Paid: 1/3/16	Method of Payment: 028072

This form is not a Purchase Requisition, it should be used to authorise payment for goods/services only

Transaction Number

Scottish Prison Service
Human Resources

REQUISITION NO:

14R000966

PURCHASE REQUISITION

PO ORDER No:

PO AUTH Signature

GRN 1

GRN 2

INV NO

AUTH Signature

HRD - ER

DATE OF REQUEST:

29/2/16

DELIVERY LOCATION:

Headquarters

REQUESTERS CONTACT TEL No

013 244 8451

COST CENTRE:

~~14034~~ 14034

PROJECT CODE:

014

THIS REQUISITION HAS BEEN CHECKED BY:
SIGNATURE OF DPA OFFICER:

LINE NSV CODE

DESCRIPTION

Catalogue No

DATE

REQUIRED

ACCOUNT CODE

QUANTITY

UNIT OF MEASURE

UNIT PRICE

VALUE EX VAT

TAX CODE

1 P.O. A,

SPS CONTRIBUTED TO

2212

1

each

16,173

POA SMC MEMBERS TRAVEL

for 2014-2015

2

3

4

5

6

ADDITIONAL INFORMATION

SUPPLIER

NAME

P.O. A.

Sub Total

16,173

Vat

Total

16,173

ENTITY

Requester's Signature:

ASTACMA

Print Name:

29/2/16

Date

I have checked my budget and I have sufficient funds available to make this Purchase.

Budget Holders Signature:

Print Name:

C TOOLEY

Date

29/2/16



POA SCOTLAND

The Professional Trades Union for Prison,
Correctional & Secure Psychiatric Workers
ALBA HOUSE, 21 CALDER ROAD, EDINBURGH EH11 3PF



Our Ref: Dep/01/16

10 February 2016

Scottish Prison Service
Calton House
5 Redheughs Rigg
EDINBURGH EH12 9HW

Dear Sirs

CLAIM FOR REIMBURSEMENT OF A PROPORTION OF TRAVEL AND SUBSISTENCE COSTS OF ELIGIBLE POA SCOTTISH NATIONAL COMMITTEE MEMBERS

I refer to the outline agreement reached between the Scottish Prison Service and the Prison Officers' Association at our meeting on 2 July 2004. In accordance with Section 2 of that agreement, I hereby submit a claim for reimbursement from the Scottish Prison Service of the agreed proportion of Travel and Subsistence expenses incurred by the Prison Officers' Association in relation to the eligible POA SNC members for the period 1 April 2014 to 31 March 2015.

I attach a spreadsheet showing the total qualifying travel and subsistence expenses which have been paid by the Prison Officers' Association to the eligible POA SNC members identified during this period.

In accordance with the apportionment arrangements set out in Section 2 of the agreement between us, taking into account the provisions relating to the 'Annual Cap', I would be grateful if you could arrange to reimburse us the amount of £16,173.00 this amount being the value of the 'Annual Cap' which is set at 50% of the equivalent expenditure for 2003-04

I certify that:

- the eligible POA SNC members detailed on the spreadsheet made the journeys detailed;
- the expenses shown were actually and necessarily incurred by the eligible POA SNC members detailed in the carrying out of appropriate employment relations activities and trade union duties;
- all of the qualifying travel and subsistence expenses claimed were legitimate and complied fully with the travel and subsistence rules of the POA;

t: 0131 443 8105 f: 0131 444 0657 e: adminsco@poauk.org.uk

Assistant General Secretary: A Hogg Scottish Chairman: P Fairlie

- all of the qualifying travel and subsistence expenses detailed in the attached spreadsheet have been paid by the Prison Officers' Association to the eligible POA SNC members detailed; and
- none of the qualifying travel and subsistence expenses claimed relate to expenses arising out of the involvement of eligible POA SNC members in designated partnership projects (Section 1 of our agreement) which fall to be claimed by the eligible POA SNC member directly from SPS.

Accordingly, I would appreciate if you could arrange for a payment to be made by the Scottish Prison Service to the Prison Officers' Association in reimbursement of these qualifying travel and subsistence expenses in accordance with the agreement that we have reached.

Yours faithfully

PHIL FAIRLIE
Scottish National Chair

126025082



Transaction No.

PAYMENT AUTHORISATION FORM (Ref: APF1)

Location: <i>SPS HQ HR Directorate</i>	Invoice No:
Payee Name: <i>Prison Officers Association</i>	Entity No (if applicable):
Date Invoiced:	Date Inv. Rec'd
Date Invoice due payment:	RECEIVED 26 JAN 2017
Reason for Payment through Cashbook: <i>TUS expenditure contribution by SPS for POAS) - 2015/16.</i>	

Account Code	Cost Centre	Project Code	Net Cost	
			£	p
4777	14006	014	16,173	00
Document net value			16,173	00
Document VAT value				
Document inclusive value			16,173	00

Remittance Instructions: <i>please provide a cheque for attaching with a letter.</i>	Sort Code: <table border="1"><tr><td> </td><td> </td><td> </td></tr></table>										
I confirm the details given above are correct:	Account Number: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
	Signed: <i>Capony</i>										

Validation of invoice details:	Quantity	<i>G</i>
	Price	<i>G</i>
	Arithmetic	<i>G</i>

If Payment is for reimbursement:-	Date:
Claimant's signature:	

Authorising Officer's Signature: <i>£</i>	Date: <i>* 25/11/17.</i>
Amount Authorised: <i>£16,173.00</i>	Job Title: <i>DIRECTOR of COMPLAINT SERVICES</i>
Telephone Number: <i>0131 330 3796</i>	Job Location: <i>Headquarters</i>

Counter Signature (if applicable)	Date:
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FINANCE BRANCH USE ONLY	
Date Pay Auth Rec'd:	Paying Officer's Name:
Date Paid: <i>26/11/17</i>	Method of Payment: <i>028351</i>

This form is not a Purchase Requisition, it should be used to authorise payment for goods/services only

Transaction Number		Scottish Prison Service Human Resources	
PURCHASE REQUISITION		REQUISITION NO: 14R001003 P/ORDER No:	
REQUESTERS LOCATION:		PO AUTH Signature	
DATE OF REQUEST:		GRN 1	
DELIVERY LOCATION:		GRN 2	
REQUESTERS CONTACT TEL No		INV NO	
COST CENTRE:		AUTH Signature	
PROJECT CODE:		THIS REQUISITION HAS BEEN CHECKED BY: SIGNATURE OF DPA OFFICER:	

LINE	NSV CODE Catalogue No	DESCRIPTION	DATE REQUIRED	ACCOUNT CODE	QUANTITY	UNIT OF MEASURE	UNIT PRICE	VALUE EX VAT	TAX CODE
1	POA	TUS expenditure contribution		4777	1	each	16,173	16,173	
2		by GPS - 2015/2016.							
3									
4									
5									
6									

ADDITIONAL INFORMATION		Sub Total 16,173.00 Vat Total 16,173.00	
SUPPLIER			
NAME	POA.	ENTITY	

Requester's Signature:		Print Name:	Date
		Philip Rhodes	20/11/2017

I have checked my budget and I have sufficient funds available to make this Purchase.

Budget Holders Signature:	Print Name:	Date
	CATHLINE TOLLEY.	25/11/17



POA SCOTLAND

The Professional Trades Union for Prison,
Correctional & Secure Psychiatric Workers

ALBA HOUSE, 21 CALDER ROAD, EDINBURGH EH11 3PF



Our Ref: Dep/01/17

12 January 2017

Adam Jobson
Scottish Prison Service
Calton House
5 Redheughs Rigg
EDINBURGH EH12 9HW

Dear Sirs

CLAIM FOR REIMBURSEMENT OF A PROPORTION OF TRAVEL AND SUBSISTENCE COSTS OF ELIGIBLE POA SCOTTISH NATIONAL COMMITTEE MEMBERS

I refer to the outline agreement reached between the Scottish Prison Service and the Prison Officers' Association at our meeting on 2 July 2004. In accordance with Section 2 of that agreement, I hereby submit a claim for reimbursement from the Scottish Prison Service of the agreed proportion of Travel and Subsistence expenses incurred by the Prison Officers' Association in relation to the eligible POA SNC members for the period **1 April 2015 to 31 March 2016**.

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In accordance with the apportionment arrangements set out in Section 2 of the agreement between us, taking into account the provisions relating to the 'Annual Cap', I would be grateful if you could arrange to reimburse us the amount of **£16,173.00** this amount being the value of the 'Annual Cap' which is set at 50% of the equivalent expenditure for 2003-04

I certify that:

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- all of the qualifying travel and subsistence expenses claimed were legitimate and complied fully with the travel and subsistence rules of the POA;

t: 0131 443 8105 f: 0131 444 0657 e: adminscot@poauk.org.uk

Assistant General Secretary: A Hogg Scottish Chairman: P Fairlie

- all of the qualifying travel and subsistence expenses detailed in the attached spreadsheet have been paid by the Prison Officers' Association to the eligible POA SNC members detailed; and
- none of the qualifying travel and subsistence expenses claimed relate to expenses arising out of the involvement of eligible POA SNC members in designated partnership projects (Section 1 of our agreement) which fall to be claimed by the eligible POA SNC member directly from SPS.

Accordingly, I would appreciate if you could arrange for a payment to be made by the Scottish Prison Service to the Prison Officers' Association in reimbursement of these qualifying travel and subsistence expenses in accordance with the agreement that we have reached.

Yours faithfully

PHIL FAIRLIE
Scottish National Chair



Transaction No. 126027425

PAYMENT AUTHORISATION FORM (Ref: APF1)

Location: SPS HQ - HR Directorate	Invoice No:
Payee Name: Prison Officers Association	Entity No (if applicable):
Date Invoiced:	Date Inv. Rec'd
Date Invoice due payment:	
Reason for Payment through Cashbook: T&S expenditure by SPS for POA(S) - 2016/2017.	

Account Code	Cost Centre	Project Code	Net Cost	
			£	p
4777	13034	013	16,173	00
Document net value			16,173	00
Document VAT value				
Document inclusive value			16,173	00

Remittance Instructions: please provide a cheque to enclose with an accompanying letter.	Sort Code: <input type="text"/>
I confirm the details given above are correct:	Account Number: <input type="text"/>
	Signed: <i>P. O'Brien</i>

Validation of invoice details:	Quantity	<input checked="" type="checkbox"/> JB
	Price	<input checked="" type="checkbox"/> JB
	Arithmetic	<input checked="" type="checkbox"/> JB

If Payment is for reimbursement:-	Date:
Claimant's signature:	

Authorising Officer's Signature:	Date: <i>24/1/18</i>
Amount Authorised: 16,173-00	Job Title: Director of Corporate Services
Telephone Number: 0131 330 3796	Job Location: Newburgh

Counter Signature (if applicable)	Date:
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FINANCE BRANCH USE ONLY

Date Pay Auth Rec'd:	Paying Officer's Name:
Date Paid: 31/01/2018	Method of Payment: 028648

This form is not a Purchase Requisition, it should be used to authorise payment for goods/services only

Transaction Number		Scottish Prison Service Human Resources		REQUISITION NO: 14R002936	
PURCHASE REQUISITION					
REQUESTERS LOCATION:		ER&R		P/ORDER No:	
DATE OF REQUEST:		23/11/18		PO AUTH Signature	
DELIVERY LOCATION:		HQ		GRN 1	
REQUESTERS CONTACT TEL No		0131 330 3807		GRN 2	
COST CENTRE:		13034		INV NO	
PROJECT CODE:		013		AUTH Signature	

LINE	NSV CODE Catalogue No	DESCRIPTION	DATE REQUIRED	ACCOUNT CODE	QUANTITY	UNIT OF MEASURE	UNIT PRICE	VALUE EX VAT	TAX CODE
1		TUS T+S expenditure contribution		4-7-77	1	each	16,173.00	16,173.00	
2		by SPS - 20.6/2017							
3									
4									
5									
6									

ADDITIONAL INFORMATION			Sub Total	16,173.00
			Vat	
			Total	16,173.00

SUPPLIER		ENTITY
NAME	PCA	

Requester's Signature:		Print Name:	Date
		PAUL KNOX	23/11/18

I have checked my budget and I have sufficient funds available to make this Purchase.

Budget Holders Signature:		Print Name:	Date
		JANICE BARCLAY	30/11/18



POA SCOTLAND

The Professional Trades Union for Prison,
Correctional & Secure Psychiatric Workers
ALBA HOUSE, 21 CALDER ROAD, EDINBURGH EH11 3PF



Our Ref: Dep/01/18

16 January 2018

Adam Jobson
Scottish Prison Service
Calton House
5 Redheughs Rigg
EDINBURGH EH12 9HW

Dear Sirs

CLAIM FOR REIMBURSEMENT OF A PROPORTION OF TRAVEL AND SUBSISTENCE COSTS OF ELIGIBLE POA SCOTTISH NATIONAL COMMITTEE MEMBERS

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t: 0131 443 8105 f: 0131 444 0657 e: adminscoth@poauk.org.uk

Assistant General Secretary: A Hogg Scottish Chairman: P Fairlie

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Yours faithfully

PHIL FAIRLIE
Scottish National Chair