

## **RECEIPTS AND GRANTS AWARDED**

The Fund wishes to inform clients of an update to receipts received for items purchased under the NIPF Grant schemes.

- Grants awarded must only be spent on the actual item funded that have had prior approval. Retrospective payments will not be considered.
- Deposits must not be paid prior to receiving a letter of offer or payment has been made by the NI Police Fund
- Receipts must show a financial transaction from grantee to supplier.
- An electronic receipt must be a printed copy from a supplier which should include the name and address of supplier, item, date, method of payment and total amount.
- Cash Payments are not acceptable
- Handwritten receipts are not acceptable
- Invoices marked as paid (Handwritten or stamped) are not acceptable
- The NIPF cannot accept receipts directly from Suppliers
- The Fund also reserves the right to request additional documents as required.

***The Northern Ireland Police Fund is wholly funded by the Department of Justice and therefore subject to management of public money***

## ACCEPTABLE RECEIPT EXAMPLE

**BUSINESS DETAILS**

VAT Reg No: [REDACTED]

**CLIENT NAME**

**ADDRESS**

**HEADED PAPER**

RECEIPT

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134351

16/06/2023

**REFERENCE**

Thank You

TID: [REDACTED]

HANDSET: 1

MASTERCARD DEBIT

ATD: [REDACTED]

Debit Mastercard

PAR SEQ NO. 00

ICC

SALE AMOUNT £945.00

TOTAL £945.00

PIN VERIFIED

Thank you

22/05/23 09:50

AUTH CODE [REDACTED]

TXN [REDACTED]

CUSTOMER COPY  
PLEASE RETAIN RECEIPT

  

Quantity Details	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00 Installation of Galvanised Hand Rails at Front Door, Rear Door & Living Room to Sunroom - To OT Specification AS PER QUOTE REF 5329SL PAID BY CC £945.00 - 22/5/23	945.00	0.00	945.00	0.00	0.00

  

\* SAME AS INVOICE ADDRESS \*

Total Net Amount	945.00
Carriage Net	0.00
Total VAT Amount	0.00
<b>Invoice Total</b>	<b>945.00</b>

*Payment Received With Thanks:*

**Balance Due £0.00**

- ✓Headed Paper
- ✓Business Details (address, contact info, VAT Number)
- ✓Client Name & Address
- ✓Issued as a 'Receipt' not an Invoice
- ✓Date of Receipt

- ✓Breakdown of items and cost
- ✓Total balance
- ✓Balance due £0.00 after payment
- ✓Details of Payment ('PAID BY CC £945.00 – 22/5/23')
- ✓Provided till receipt as proof of payment

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