

Essex County Council VAT Manual: Appendix C

VAT liabilities for P-card purchases

The following is a list of items which may be commonly purchased via Purchasing Cards together with whether they are liable to VAT. Provided that the item is liable to VAT, the supplier is VAT registered, and the correct invoice / receipt is available showing a VAT number, VAT can then be claimed.

For the calculation of VAT see Section 4 of the VAT manual.

For the requirements of a receipt to be considered as a tax invoice see Sections 10.2 and 10.3 of the VAT manual.

Key:

- EX - exempt
- SR - standard rated
- ZR - zero rated
- RR - reduced rate
- NA - not applicable
- OS - outside the scope of VAT

Item	VAT RATE
Air fares	ZR
Admission charges	SR
Alcoholic drinks	SR
Basic foodstuffs	ZR
Batteries	SR
Books	ZR
Bread	ZR
Bus fares	ZR
Cakes	ZR
Car repairs	SR
Catering	SR
Catering equipment	SR
CD's	SR
Cleaning materials	SR
Clothing: Adults	SR
Children's under specified sizes	ZR
Coffee	ZR
Confectionery	SR
Conferences	SR

(but training normally exempt from vat)	
Computer equipment	SR
Cosmetics	SR
Cooking oil	ZR
Crisps	SR
Diy goods	SR
Electrical goods	SR
Flowers	SR
Fruit	ZR
Fruit cordials / squashes / juices	SR
Furniture	SR
Gift vouchers	ZR
Hire car charges	SR (Provided for 10 days or less & purely for business. Otherwise only 50% VAT can be recovered)
Hotel bills (UK only)	SR
Keys cut	SR
Magazines	ZR
Meats	ZR
Medical supplies on NHS prescription	ZR
Other medicines	SR
Milk	ZR
Mineral water	SR
Mobile phone top ups	SR
MOT's	ZR
Newspapers	ZR
Petrol	SR
Rail travel	ZR
Restaurant bills	SR
Soap	SR
Soft drinks	SR
Soft furnishings	SR
Stationery items	SR
Storage rental	NO (Provided own specific space e.g. Big Yellow Self Storage)
Stamps	ZR
Sweets	SR
Take away food (hot)	SR

But cold takeaway items such as sandwiches, cold pies, sausage rolls, etc.	ZR
Tea	ZR
Tissues	SR
Toilet rolls	SR
Toiletries	SR
Toothpaste	SR
Toys	SR
TV licence	ZR
Washing powder	SR
Washing up liquid	SR