

MEMBERS' INFORMATION A. D COMPUTER TECHNOLOGY (IC.) ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MALCOLM BEER

ICT ALLOWANCES FOR THE MONTH OF: TO NOVEMBER 2011

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED			RECEIPTS ATTACHED*	
		£	P		YES	NO
3/6/11	Separate Keyboard to retain use of laptop computer after keyboard of latter failure due to growing number of defective keys — Logitech MK300 Keyboard (PC World, Slough)	24	99		✓	
13/10/11	Brother J6510DW Multifunction Printer (Staples, Slough) 3 colour ink cartridges (new printer only has demo cartridges) 1 black cartridge (ditto) (NB Previous Dell Printer ink cartridges short capacity very expensive & ordering system inaccessible. Plus printer very slow.) AS THE ABOVE PRINTER IS ABOVE BASIC LEVEL & WILL GET LESS 97% SOME PRIVATE USE I DEDUCT 33 1/3% OF COST (ie CLAIM 66 2/3%)#	199	99	44	97	99
	TOTAL	✓ 195	29			

*FAILURE TO PROVIDE RECEIPTS MAY RESULT IN NON-PAYMENT OF THE CLAIM
 * I have copied Staples receipt as I would need it for any guarantee claim. I can readily show it if required.

I declare that I have actually and necessarily incurred expenditure on ICT equipment for the [redacted] term approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: [redacted] Date: 21/11/11

For Office Use Only	
Democratic Services:	Date: <u>25/11/11</u>
Payroll:	Batch No: [redacted] Checked by: [redacted] Date: [redacted]

P10 for label