

# MEMBERS' INFORMATION AND COMPUTER TECHNOLOGY (ICT) ALLOWANCE CLAIM FORM

## ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: DAN TO COPPINGER

ICT ALLOWANCES FOR THE MONTH OF: MAY - JAN 2011/2012

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED		AMOUNT CLAIMED		RECEIPTS ATTACHED*	
	£	p	£	p	YES	NO
12/10/11	50%	cost of LEXMARK COLOR INKJET CARTRIDGE	10	50	✓	
4/1/12	50%	cost of LEXMARK B/L INKJET CARTRIDGE	25	48	✓	
<b>50% claimed to allow for personal use.</b>			TOTAL		✓	
Invoice date 12/10/11			Gross amt £85.98			
Inv date 4/1/12			Supp ID 81835803			
No. /			Due date 24/12			
Text (30 chars incl spaces)			CLAR COPPINGER - ICT			
Acc code	TC	TS	CostC	Cat	Cat	Net £
PLE, REA	EZ		MJ30			35.98
<b>*FAI RECEIPTS MUST BE SCANNED</b>						
Special instructions			MEMBER OF THE CLAIM			
Contact name			ICT equipment			
Contact No.			6319			
Signature of Member:			[Redacted Signature]			
For Office Use Only			Date: 08/02/12			
Democratic Services: Authorised for Payment:			Batch No:			
Payroll: Input by:			Checked by:			

me to perform approved duties as a Member of the Council and Date: 7/2/2012