

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MRS C ENDACOTT.....

ICT ALLOWANCES FOR THE MONTH OF: APRIL.....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED										AMOUNT CLAIMED		RECEIPTS ATTACHED				
		date	Inv No.	Inv ID	amt	Due Date	TC	TS	CostC	Cat	Cat	Net £	£	p	YES	NO	
10.4.11		10/4/11		8000090	15.99	05/05						15	99		✓		
Text (30 chars incl spaces) CLERK ENDACOTT - ICT																	
	Acc code	J26	EZ														
		Special instructions: ALL RECEIPTS MUST BE SCANNED															
		Contact name: [REDACTED]										Ext No. 6319					
												TOTAL					
												15		99			

PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.

***FAILURE TO PROVIDE RECEIPTS MAY RESULT IN NON-PAYMENT OF THE CLAIM**

I declare that I have actually and necessarily incurred expenditure on ICT equipment [REDACTED] of enabling me to perform approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: [REDACTED] Date: 11.4.11

For Office Use Only	
Democractic Services: [REDACTED]	Date: 20/04/11
Payroll: [REDACTED]	Batch No: [REDACTED] Checked by: [REDACTED]

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

NEGATIVE

CLAIM BY COUNCILLOR: **CYNTHIA ENDACOTT**

19 AUG 2011

ICT ALLOWANCES FOR THE MONTH OF: **JUNE 2011**

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED	
		£	p	YES	NO
28.6.11	PRINTER CARTRIDGE	22	95	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
date 28/06/11 ID 8000090 amt £ 22.95 Inv No. Text (30 chars incl spaces) CLLR ENDACOTT - ICT					
28.6.11	PRINTER CARTRIDGE				
	Acc code TC TS CostC Cat Cat Net £ J26 EZ MJ30 22.95				
	Special instructions RECEIPT MUST BE SCANNED				
	Contact No. [REDACTED] Ext No. 6319				
	Invoice [REDACTED] Gross				
TOTAL		22	95		

PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.

***FAILURE TO PROVIDE RECEIPTS MAY RESULT IN NON-PAYMENT OF THE CLAIM**

I declare that I have actually and necessarily incurred expenditure on ICT equipment for [REDACTED] and I am asking me to perform approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: [REDACTED] Date: 19-8-11

For Office Use Only	
Democratic Services: [REDACTED]	Date: 22/08/11
Payroll: [REDACTED]	Batch No: [REDACTED] Checked by: [REDACTED]
	Date: [REDACTED]

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: **MRS C. ENDACOTT**

ICT ALLOWANCES FOR THE MONTH OF: **JANUARY**

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEPTS ATTACHED*															
		£	p	YES	NO														
4.1.12	TWO INK CARTRIDGES	25	94	L															
<p>date 04/01/12 inv No. 8000090 amt £25.94 Due Date 25/01</p> <p>Text (30 chars incl spaces) CLR ENDACOTT - ICT</p> <table border="1"> <tr> <td>Acc code</td> <td>TC</td> <td>TS</td> <td>CostC</td> <td>Cat</td> <td>Cat</td> <td>Net £</td> </tr> <tr> <td>J26 E2</td> <td></td> <td></td> <td>MJ30</td> <td></td> <td></td> <td>25.94</td> </tr> </table> <p>Special instructions RECEIPT MUST BE SCANNED</p> <p>Contact name [Redacted] Ext No. 6319</p>		Acc code	TC	TS	CostC	Cat	Cat	Net £	J26 E2			MJ30			25.94				
Acc code	TC	TS	CostC	Cat	Cat	Net £													
J26 E2			MJ30			25.94													
TOTAL		25	94																

PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.

*FAILURE TO PROVIDE RECEIPTS MAY RESULT IN NON-PAYMENT OF THE CLAIM

I declare that I have actually and necessarily incurred expenditure on ICT equipment for the purposes of enabling me to perform approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: [Redacted] Date: **8-1-12**

For Office Use Only	
Democratic Services:	Authorised for Payment: [Redacted] Date: 11/01/12
Payroll:	Input by: [Redacted] Batch No: [Redacted] Checked by: [Redacted] Date: