

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: ANDREW CAPOANO
 ICT ALLOWANCES FOR THE MONTH OF: JANUARY 2012

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED	
		£	P	YES	NO
16/1/12	2 X BLACK INK COST 1052 (805 85101)	13	98		
TOTAL		13	98		

date	16/01/12	Inv ID	800070	amt	£ 13.98
Inv No.					
Text (30 chars incl spaces)	CLAR S EVANS				

Acc code	TC	TS	CostC	Cat	Cat	Net £
J26 E2			MJ30			13.98

Special instructions: **ALL RECEIPTS MUST BE SCANNED**

Contact name: [REDACTED] Ext No. **6319.**

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: 31/1/12

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date:	Checked by:
Payroll:	Input by:	Batch No:	Date: