

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

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIM BY COUNCILLOR: **D HILTON**

ICT ALLOWANCES FOR THE MONTH OF: **MAY / OCT 2011**

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
12/6/2011	BLACK INK CARTRIDGE	21	38	✓	✓
12/6/2011	COLOR INK CARTRIDGE	17	49	✓	✓
17/8/2011	BLACK INK CARTRIDGE	21	76	✓	✓
17/8/2011	CYAN " "	10	45	✓	✓
	Invoice date <b>6/11/11</b> Supp ID <b>800105</b> Gross amt <b>£71.08</b>				
	Inv No. <b>30/11</b> Due date <b>30/11</b>				
	Text (30 chars incl spaces) <b>CLLR HILTON - ICT</b>				
	Acc code <b>J26</b> TS <b>EZ</b> CostC <b>MI 30</b> Cat <b>MI 30</b> Net £ <b>71.08</b>				
	Special instructions <b>ALL PAGES &amp; RECEIPTS MUST BE SCANNED</b>				
	Contact name <b>[REDACTED]</b> Ext No. <b>6319</b>				
	<b>TOTAL</b>	<b>71</b>	<b>08</b>		

PLEASE COMPLETE ONE LINE FOR 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: **6/11/2011**

For Office Use Only		
Democratic Services:	Authorised for Payment: <b>[REDACTED]</b>	Date: <b>9/11/11</b>
Payroll:	Input by: <b>[REDACTED]</b>	Batch No: <b>[REDACTED]</b> Checked by: <b>[REDACTED]</b> Date: <b>[REDACTED]</b>