

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Charles Hollingsworth

ICT ALLOWANCES FOR THE MONTH OF: MARCH 2012

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED										AMOUNT CLAIMED		RECEIPTS ATTACHED*		
	invoice date	Inv No.	supp ID	gross amt	Due Date	TC	TS	CostC	Cat	Cat	Net £	£	p	YES	NO
12th MARCH 12	12/03/12		88836208	£ 250	28/03	J26	EZ	MJ30			250.00	250	/	/	
	CLLR HOLLINGSWORTH - ICT														
	Special instructions: RECEIPT MUST BE SCANNED														
	Contact name: [REDACTED]														
	Ext No. 6319.														
	TOTAL										250	/			

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 and that I have actually made the payments shown

[REDACTED SIGNATURE]

Date: 12th March 2012

For Office Use Only	Demographic Services:	Authorised for Payment:	Date: <u>14/03/12</u>
	Payroll:	Input by:	Batch No:
		Checked by:	Date: