

MEMBERS' INFORMATION AND COMPUTER TECHNOLOGY (IC1) ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: JENNER

ICT ALLOWANCES FOR THE MONTH OF: OCTOBER

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED										AMOUNT CLAIMED		RECEIPTS ATTACHED*		
	Invoice date	Inv	Supp ID	Gross amt	Due Date	TC	TS	CostC	Cat	Cat	Net £	£	p	YES	NO
11/10/11			8000224	£ 41.98	27/10	J26	E2	MJ30			41.98	41.	98	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	(30 chars incl spaces) CALL JENNER - ICT														
	Special instructions ALL SHEETS/ RECEIPTS MUST BE SCANNED														
	Contact [REDACTED] Ext No. 6319														
	TOTAL <input checked="" type="checkbox"/>										41	98			

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 which I have actually made the payments shown

[Signature] Signature of Member.....

perform approved duties as a Member of the Council and
 Date: 20/10/11

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

