

MEMBERS' INFORMATION A. D COMPUTER TECHNOLOGY (IC), ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR:Lynne Jones.....

ICT ALLOWANCES FOR THE MONTH OF:March 2012.....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																	
		£	p	YES	NO																
01 Dec 2011	HP Laptop	250	00	X																	
Invoice date 4/12/12 Supp ID 81836610 Gross amt £250.00 Inv No. Due Date 18/5 Text (30 chars Incl spaces) CLLR JONES - ICT <table border="1"> <thead> <tr> <th>Acc code</th> <th>TC</th> <th>TS</th> <th>CostC</th> <th>Cat</th> <th>Cat</th> <th>Cat</th> <th>Net £</th> </tr> </thead> <tbody> <tr> <td>J26EZ</td> <td></td> <td></td> <td>MJ30</td> <td></td> <td></td> <td></td> <td>250.00</td> </tr> </tbody> </table> Special instructions RECEIPT MUST BE SCANNED Contact name [REDACTED] Ext No. 6319						Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	J26EZ			MJ30				250.00
Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £														
J26EZ			MJ30				250.00														
		TOTAL	250	00																	

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:.....Lynne Jones.....

Date...18/04/12.....

For Office Use Only			
Democratic Services:	Authorised for Payment	Date:	19/04/12
Payroll:	Input by:	Batch No:	Checked by: Date: