

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: **P. J. LAWLESS** 183674
 ICT ALLOWANCES FOR THE MONTH OF: **FEBRUARY 2012**

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED		AMOUNT CLAIMED		RECEIPTS ATTACHED*	
	£	P	YES	NO	YES	NO
12-02-2012	234	38			✓	
Asus EEE PC Netbook (Paperless communications)						
Invoice date: 12/02/12 Supp ID: 81836712 Gross amt: £234.38 Due Date: 14/03						
Text (30 chars incl spaces): CLR LAWLESS - ICT						
Acc code	TC	TS	CostC	Cat	Cat	Net £
J26EZ			MJ30			234.38
Special instructions: RECEIPT MUST BE SCANNED						
Contact name: [Redacted] Ext No: 6319						
					TOTAL	234 38

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 of Member: [Redacted]

Date: 16-02-2012

For Office Use Only

Democratic Services:	Authorised for Payment: [Redacted]	Date: 22/02/12	Checked by:	Date:
Payroll:	Input by:	Batch No:		