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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Lenton
ICT ALLOWANCES FOR THE MONTHS OF: April 2011 to March 2012

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
	Supply of computer facilities including printing, paper, toner cartridges etc in performance of my duties as RBWM Councillor for period 01 April 2011 to 31 March 2012. ✓	250	00	**Invoice attached**	

Invoice date: Ap 2011 – March 2012 | Supp ID: 800345 | Gross amt: £250.00
Inv No.: — | Due date: 27/05
Text (30 chars incl spaces): CLLR LENTON – ICT

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	E2		MJ30				250.00

Special instructions: ALL SHEETS MUST BE SCANNED
Contact name: [redacted] | Ext No.: 6319

PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.

TOTAL ✓ 250 00

***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:...John Lenton..... Date.....31 March 2012

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]	Date: 27/04/12			
Payroll:	Input by:	Batch No:	Checked by:	Date:	