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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Cllr Colin Rayner

ICT ALLOWANCES FOR THE MONTH OF: 2011/12

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
13/2/12 JSH.	1 Pad 2 AC Cost £979:00 Please Claim my last year allowance	250	00	YES ✓	

Invoice date 13/2/12. Supp ID 800325 Gross amt £250

Inv No. —

Due date 14/03

Text (30 chars incl spaces): CLLR RAYNER – ICT

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	£2		MJ30				250.00

Special instructions: RECEIPTS 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: [redacted] Date 28/2/12

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date: 28/02/12.		
Payroll:	Input by:		Batch No:	Checked by:	Date: