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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: HARI DEV SHARMA

ICT ALLOWANCES FOR THE MONTH OF: OCTOBER

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
19.10.2011	H.P. LAPTOP ✓	250	00	✓	
	TOTAL ✓	£250	00		

Invoice date 19/10/11 | Supp ID 81837219 | Gross amt £250.00
Inv No.
Due date 15/11
Text (30 chars incl spaces) CLLR SHARMA - ICT

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

Special instructions RECEIPT 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.

***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: 25.10.11

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]	Date: 25/10/11			
Payroll:	Input by:	Batch No:	Checked by:	Date:	