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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: SHARP

ICT ALLOWANCES FOR THE MONTH OF: AUGUST 2011

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
31-08-2011	1 No HEWLET PACKARD LAPTOP COMPUTER G6-1100	250	00	✓	

Invoice date 31/08/11 | Supp ID 81837319 | Gross amt £250.00p

Inv No. —

Due Date 12/09

Text (30 chars incl spaces): CLLR SHARP - ICT

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

Special instructions: RECEIPT MUST BE SCANNED

Contact name: [redacted] Ext No. 6319

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 [redacted] perform approved duties as a Member of the Council and that I have actually made the payments shown

Signature of M[redacted] Date 1/Sept/2011

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]	Date: 02/09/11			
Payroll:	Input by:	Batch No:	Checked by:	Date:	