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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

RECEIVED
-5 APR 2012

CLAIM BY COUNCILLOR: L YONG

ICT ALLOWANCES FOR THE MONTH OF: March

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED...	AMOUNT CLAIMED £	p	RECEIPTS ATTACHED* YES	NO
22 · 03 2012	Ink cartridge for photocopier				
	Ink cartridge for printer PC ✓	179 ·	51	✓	
TOTAL					

Invoice date 01/04/12 | Supp ID 800233 | Gross amt £179.51

Inv No. — | Due date 05/05

Text (30 chars incl spaces): Cllr Yong – ICT

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	EZ		MJ30				179.51

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 fo[redacted]ng 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: 29th March 2012

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date: 05/04/12		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: