

MEMBERS' INFORMATION A. D COMPUTER TECHNOLOGY (IC), ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: SINCEAD ABBOTT

ICT ALLOWANCES FOR THE MONTH OF: APRIL 2012

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																																					
		£	p	YES	NO																																				
7/4/2012	Apple iPad 3 with wi-fi 16 GB	250	00	✓																																					
<table border="1"> <tr> <td>Invoice date</td> <td>7/04/12</td> <td>Sup ID</td> <td></td> <td>Gross amt</td> <td>£ 250.00</td> </tr> <tr> <td>Inv No.</td> <td></td> <td></td> <td></td> <td>Due date</td> <td>04/05/12</td> </tr> <tr> <td colspan="6">Text (30 chars incl spaces)</td> </tr> <tr> <td colspan="6">CLR ABBOTT - ICT</td> </tr> <tr> <td>Acc code</td> <td>TC</td> <td>TS</td> <td>CostC</td> <td>Cat</td> <td>Net £</td> </tr> <tr> <td>J26</td> <td>EZ</td> <td></td> <td>MJ30</td> <td></td> <td>250.00</td> </tr> </table>						Invoice date	7/04/12	Sup ID		Gross amt	£ 250.00	Inv No.				Due date	04/05/12	Text (30 chars incl spaces)						CLR ABBOTT - ICT						Acc code	TC	TS	CostC	Cat	Net £	J26	EZ		MJ30		250.00
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Special instructions		Receipt must be scanned																																							
Contact name		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 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: _____ Date: 12th April

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date:	13/04/12
Payroll:	Input by:	Batch No:	Checked by: