MEMBERS' INFORMATION AN. COMPUTER TECHNOLOGY (ICT) .LLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: .Cllr David Burbage.....

ICT ALLOWANCES FOR THE MONTH OF: ...September 2012.....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
04/09/12	Inspiron Desktop 660 MT Base	328	81	✓	
	£250 12/13				
	£78-81 13/14				

Invoice date 12/9/12	Supp ID					Gross amt	£328.81
Inv No.						Due date	
Text (30 chars incl spaces)							
Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	EZ		MJ30				328.81
Special instructions ALL RECEIPTS MUST BE SCANNED						CIS: YES / NO	
Contact name						Ext No. 6319	

TOTAL	328	81

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.....11/02/2013

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 14/02/13		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: