

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Sue Evans

ICT ALLOWANCES FOR THE MONTH OF: January 2013

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
19/11/13	PRINTER INK - BLACK	22	99	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	- - COLOUR	27	99	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TOTAL					
		50	98	<input checked="" type="checkbox"/>	
		50	98	<input checked="" type="checkbox"/>	

Invoice date	19/10/13	Supp ID		Gross amt	£50.98	Due date	13/13
Inv No.							
Text (30 chars incl spaces)							
CELLR SUE EVANS - ICT							
Acc code	TC	TS	CostC	Cat	Cat	Net £	
J26EZ			MJED			50.98	
Special Instructions	RECEIPT MUST BE SCANNED			CIS: YES / NO			
Contact name				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: Date: 31/11/13

For Office Use Only	
Democratic Services:	Authorised for Payment
Payroll:	Input by:
Date: <u>01/02/13</u>	Batch No:
	Checked by:
	Date: