



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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: ..... DAVID HILTON

ICT ALLOWANCES FOR THE MONTH OF: ..... JUNE ..... NOV 2012

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
20/7/2012	<del>2 X BLACK INK CARTRIDGES</del>				
20/7/2012	2 OFF HP MULTIPACK PRINT CARTRIDGE	✓ 40	98	✓	
22/8/2012	1 OFF MAGENTA 81 OFF BLACK INK CARTRIDGE	✓ 45	31	✓	
22/8/2012	1 OFF CYAN INK CARTRIDGE	✓ 7	90	✓	
13/11/2012	2 OFF BLACK INK CARTRIDGE	✓ 55	15	✓	
Invoice date 20/7-13/11 Supp ID --- Gross amt £149.34 Due date 19/11 Inv No. --- Text (30 chars incl spaces) ---					
	Acc code TS CostC Cat Net £				
	J26 E2 MJ30 149.34				
Special All INVOICES / STATEMENTS instructions MUST BE SCANNED CIS: YES / NO Contact name Ext No: 6319					
PLEASE COMPLETE ONI READING THE DECLAR:		TOTAL ✓ 149		3 4	

\*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: 27/11/2012

For Office Use Only	
Democratic Services:	Authorised for Payment: 12/12/12 Date:
Payroll:	Input by: 1 Date: 12/12/12 Barch No: Checked by: Date: