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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: C. HOLLINGSWORTH

ICT ALLOWANCES FOR THE MONTH OF: JANUARY 2013

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
19th JAN 2013	HOME PRINTER & INITIAL CONSUMABLES	✓228	02	✓	
	TOTAL	✓228	02.		

Invoice date	Supp ID	Gross amt
19/01/13		£228.02.
Inv No.		Due Date 22/2/23

Text (30 chars incl spaces): CLLR HOLLINGSWORTH — ICT

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	E2		MJ30				228.02

Special instructions: RECEIPTS 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: 21st Jan. 2013

For Office Use Only				
Democratic Services:	Authorised for Payment:		Date: 22/01/13	
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

MEMBERS' INFORMATIO. AND COMPUTER TECHNOLOGY (.CT) ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Charles Hollingsworth

ICT ALLOWANCES FOR THE MONTH OF: MAY 2012

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
24. MAY 2012	PRINTER CARTRIDGE	✓ 21	98	✓	
	TOTAL	✓ 21	98		

Invoice date	Supr ID	Gross amt
24/05/12		£21.98

Inv No. —

Due date 24/06

Text (30 chars incl spaces): CLLR HOLLINGSWORTH - ICT

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	E2		MJ30				21.98

Special instructions: RECEIPT MUST BE SCANNED

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: [signature] .... Date: 31st May 2012

For Office Use Only					
Democratic Services:	Authorised for Payment: [initials]		Date: 07/06/12		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: