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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: KELLAWAY

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

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
OCT 2012	APPLE I-PAD ✓	250	—	✓	

Invoice date 5/10/12 | Supp ID | Gross mt £250.00 | Inv No. | Due date

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

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	E2		MJ30				250.00

Special instructions: RECEIPT MUST BE SCANNED | CIS: YES / NO

Contact nam: | Ext No. 6319

TOTAL	250	

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**..... 13/11/12

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 20/11/12.		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: