

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

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIM BY COUNCILLOR: CLLR LION

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED										AMOUNT CLAIMED		RECEIPTS ATTACHED*		
	Invoice date	Inv No.	Supp ID	Gross amt	Due date	TC	TS	CostC	Cat	Cat	Net £	£	p	YES	NO
20/01/2012				£ 250.0	28/2	J26	FZ	MJ30		250.0	250				
	Text (30 chars incl spaces) <u>CLLR LION - ICT</u>														
	Special instructions <u>RECEIPT MUST BE SCANNED</u>														
	Contact no <u>6319</u>														
	CIS: YES / NO														
	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 that I have actually made the payments shown

enabling me to perform approved duties as a Member of the Council and

Signature of Member: ..... Date: 23/1/2012

For Office Use Only	Authorised for Payment:	Date:	Batch No:	Checked by:	Date:
Demographic Services:	Input by:	28/01/13			
Payroll:					