

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

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIM BY COUNCILLOR: ..... KATHY NEWBOND .....

ICT ALLOWANCES FOR THE MONTH OF: ..... APRIL 2012 .....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
13.4.12	PRINT CARTRIDGE	19	99	✓	✓
07.4.12	AVG Anti Virus Renewal	19	97	✓	✓
14.3.12	REPLACEMENT PRINTER	79	95	✓	✓
TOTAL		107	91		

  

Invoice date	13/04/12	Supplier ID		Invoice amt	£119.91
Inv No.	7/04/12			Due date	02/06
Text (30 chars incl spaces)					
CALLER NEWBOND - ICT					
Acc code	J26	TC	E2	Cost/C	MJ30
		TS		Cat	
				Cat	
				Net£	119.91
Special Instructions	RECEIPTS 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 \_\_\_\_\_ Date: 19/4/12

For Office Use Only	
Democratic Services:	Authorised for Payment: _____ Date: <u>02/05/12</u>
Payroll:	Input by: _____ Date: _____ Batch No: _____ Checked by: _____ Date: _____

*Received pre end April by*

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: KATHY NEWSOUND

ICT ALLOWANCES FOR THE MONTH OF: MARCH & APRIL 2013

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
17.3.13	17/3/13			£379.00							379	00	✓		
	Text (30 chars incl spaces) <u>CLR NEWBOUND - ICT</u>														
	Acc code	TC	TS	CostC	Cat	Cat	Net £								
	J26 E2			MJ30			379.00								
	Special Instructions	<u>RECEIPT MUST BE SCANNED</u>													
	Contact name														
		Ext No. <u>6319</u>													
												TOTAL	379 00		

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 26/3/13

For Office Use Only	
Democratic Services:	Authorised for Payment: <u>c</u> Date: <u>03/04/13</u>
Payroll:	Input by: _____ Date: _____ Batch No: _____ Checked by: _____ Date: _____

£210.04 for 2012/13 allowance  
£168.96 for 2013/14 allowance