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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Quick

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
9th Dec. '12	Apple I Pad.	250	00	✓	

Invoice date 9/12/12 | Supp ID | Gross amt £250.00p
Inv No. | Due date 22/2/13
Text (30 chars incl spaces): CLLR QUICK - 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 name | Ext No. 6319

PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.

TOTAL ✓ 250 00

*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. '13

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