

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MJ SAUNDERS

ICT ALLOWANCES FOR THE MONTH OF: AUGUST 2012

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*															
		£	p	YES	NO														
AUGUST 2012	iPad purchased via my employer and recharged to me personally at £473.36 – see attached letter confirmation	250	00	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Invoice date: 21/08/12 Supp ID: Gross amt: £250.00 Due date: 10/09 Inv No. Text (30 chars incl spaces): CLR SAUNDERS - ICT																			
	<table border="1"> <thead> <tr> <th>Acc code</th> <th>TC</th> <th>TS</th> <th>CostC</th> <th>Cat</th> <th>Cat</th> <th>Net £</th> </tr> </thead> <tbody> <tr> <td>J26 E2</td> <td></td> <td></td> <td>MJ30</td> <td></td> <td></td> <td>250.00</td> </tr> </tbody> </table>	Acc code	TC	TS	CostC	Cat	Cat	Net £	J26 E2			MJ30			250.00				
Acc code	TC	TS	CostC	Cat	Cat	Net £													
J26 E2			MJ30			250.00													
	Special instructions: LETTER MUST BE SCANNED Contact name: Ext No: 6319																		
	TOTAL	250	00	<input checked="" type="checkbox"/>	<input type="checkbox"/>														

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 that I have actually made the payments shown

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

Signature of Member: *[Signature]* Date 22 August 2012

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date: 23/08/12	Batch No:
Payroll:	Input by:	Date:	Checked by:

Approved by