

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: HARI DEV SHARMA

ICT ALLOWANCES FOR THE MONTH OF:

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED		AMOUNT CLAIMED		RECEIPTS ATTACHED*		
	£	p	YES	NO	YES	NO	
22.08.12	250	00			<input checked="" type="checkbox"/>		
TOTAL <input checked="" type="checkbox"/>							
			250	00			

invoice date 22/08/12 Supp ID gross amt £ 250.00
 Inv No. Due Date 21/09
 Text (30 chars incl spaces) CLR SHARMA - ICT
 Acc code J26 A2 TC TS CostC Cat Net £ 250.00
 Special instructions RECEIPTS 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.

*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: 29.08.2012

For Office Use Only	
Democratic Services: <u> </u>	Authorised for Payment: <u> </u> Date: <u>31/08/12</u>
Payroll: <u> </u>	Input by: <u> </u> Batch No: <u> </u> Checked by: <u> </u> Date: <u> </u>