

All claims in prev financial yr. see from our records (6/1/13)

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: **PERAK JOHN**.....

ICT ALLOWANCES FOR THE MONTH OF:

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
✓ 12.5. 2012	HP 300XL Black	✓ 20	68	✓	
✓ 12.5. 2012	HP 300XL COLOUR	✓ 23	23	✓	
✓ 8.8. 2012	HP 300XL Black (2 QTY)	✓ 40	30	✓	
✓ 15.8. 2012	HP 300XL Black	✓ 19	81	✓	
✓ 15.8. 2012	HP 300XL COLOUR	✓ 28	23	✓	
✓ 16.8. 2012	HP 300XL COLOUR	✓ 21	84	✓	
✓ 13.9. 2012	HP 300XL COLOUR	✓ 22	40	✓	
✓ 13.9. 2012	HP 300XL Black (2 QTY)	✓ 39	60	✓	
✓ 1.10. 2012	HP 300XL Black (2 QTY)	✓ 35	50	✓	
✓ 28.12. 2012	HP 300XL COLOUR	✓ 21	88	✓	
✓ 28.12. 2012	HP 300XL Black	✓ 17	12	✓	
✓ 27.3. 2013	HP 300XL Black	✓ 20	27	✓	
TOTAL			PTD		

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: 16/10/2013

For Office Use Only	
Democratic Services:	Authorised for Payment: Date: 25/02/14
Input by:	Batch No: Checked by: Date:

