

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: CHRISTINA BATESON

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 31 st	250	—						
Invoice date: <u>31/08/12</u> Supp ID: <u>—</u> Gross amt: <u>£250.00</u> Inv No.: <u>—</u> Due date: <u>25/09</u> Text (30 chars incl spaces): <u>CLR BATESON - ICT</u> Acc code: <u>J26 E2</u> TC: <u>—</u> TS: <u>—</u> CostC: <u>MJ30</u> Cat: <u>—</u> Net £: <u>250</u> Special Instructions: <u>RECEIPT MUST BE SCANNED</u> CIS: YES / NO Contact name: <u>—</u> Ext No: <u>6319</u>								
TOTAL								
	250							

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: 4/09/12

For Office Use Only	
Democratic Services:	Authorised for Payment: _____ Date: <u>04/09/12</u>
Payroll:	Input by: _____ Batch No: _____ Date: _____
	Checked by: _____