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

AL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MRS C ENDACOTT

ICT ALLOWANCES FOR THE MONTH OF: APRIL-MAY.

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
2.5.12	PRINT CARTRIDGES ✓	21	97	✓	
	TOTAL ✓	21	97		

Invoice date 2/5/12 | Supp ID | Gross amt £21.97

Inv No. | Due date 9/06

Text (30 chars incl spaces) CLLR ENDACOTT – ICT

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	E2		MJ30				21.97

Special instructions RECEIPT MUST BE SCANNED

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 9.5.12

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 09/05/12		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MRS C. R. ENDACOTT

ICT ALLOWANCES FOR THE MONTH OF: ~~MARCH~~ / ~~MAY~~ APRIL

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
25-4-12	PRINT CARTRIDGES	✓ 23	92	✓	
		TOTAL ✓ 23	92		

Invoice date 25/4/12 | Supr ID | Gross amt £ 23.92

Inv No ✓ | Due Date 26/05

Item (30 chars incl spaces) CLLR ENDACOTT – ICT

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	E2		MJ30				23.92

Special instructions RECEIPT MUST BE SCANNED

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 25.4.12

For Office Use Only					
Democratic Services:	Authorised for Payment: ✓		Date: 26/04/12		
Payroll:	Input by:	Date: ✓	Batch No:	Checked by:	Date: