

# MEMBERS' INFORMATION ANL 'OMPUTER TECHNOLOGY (ICT) ALLOWANCE CLAIM FORM

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIM BY COUNCILLOR: EMMA

ICT ALLOWANCES FOR THE MONTH OF: .....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED		AMOUNT CLAIMED		RECEIPTS ATTACHED*																									
			£	p	YES	NO																								
13/13	Printer Ink + Paper		43	97	✓																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Invoice date</td> <td>21/03/13</td> <td>Supp ID</td> <td></td> <td>Gross amt</td> <td>£43.97</td> </tr> <tr> <td>Inv No.</td> <td></td> <td>Text (30 chars incl spaces)</td> <td></td> <td>Due date</td> <td>13/04</td> </tr> <tr> <td>Acc code</td> <td>J26EZ</td> <td>TC</td> <td>TS</td> <td>CostC</td> <td>Cat</td> </tr> <tr> <td>Net £</td> <td colspan="5">43.97</td> </tr> </table>							Invoice date	21/03/13	Supp ID		Gross amt	£43.97	Inv No.		Text (30 chars incl spaces)		Due date	13/04	Acc code	J26EZ	TC	TS	CostC	Cat	Net £	43.97				
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Contact name		Ext No.	6319																											
			<b>TOTAL</b>		43	97																								

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 purpose 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: 21/03/13

For Office Use Only	
Democratic Services: _____	Authorised for Payment: _____
Payroll: _____	Input by: _____
Date: _____	Date: <u>21/03/13</u>
	Batch No: _____
	Checked by: _____
	Date: _____

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: JENNER

ICT ALLOWANCES FOR THE MONTH OF: .....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED						AMOUNT CLAIMED		RECEIPTS ATTACHED*																																													
							£	P	YES	NO																																												
21/01/13	CANON INK CARTRIDGE						36	99	✓																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Invoice date</td> <td>21/01/13</td> <td>Supp ID</td> <td>4</td> <td>Gross amt</td> <td>£36.99</td> </tr> <tr> <td>Inv No.</td> <td colspan="4"></td> <td>Due Date</td> <td>28/02</td> </tr> <tr> <td colspan="6">Text (30 chars incl spaces) CLLR JENNER - ICT</td> </tr> <tr> <td>Acc code</td> <td>TC</td> <td>TS</td> <td>CostC</td> <td>Cat</td> <td>Net £</td> </tr> <tr> <td>J26</td> <td>E2</td> <td></td> <td>MJ30</td> <td></td> <td>36.99</td> </tr> <tr> <td colspan="6">Special Instructions: RECEIPT MUST BE SCANNED CIS: YES / NO</td> </tr> <tr> <td colspan="5">Contact name</td> <td>Ext No.</td> <td>6319</td> </tr> </table>											Invoice date	21/01/13	Supp ID	4	Gross amt	£36.99	Inv No.					Due Date	28/02	Text (30 chars incl spaces) CLLR JENNER - ICT						Acc code	TC	TS	CostC	Cat	Net £	J26	E2		MJ30		36.99	Special Instructions: RECEIPT MUST BE SCANNED CIS: YES / NO						Contact name					Ext No.	6319
Invoice date	21/01/13	Supp ID	4	Gross amt	£36.99																																																	
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Special Instructions: RECEIPT MUST BE SCANNED CIS: YES / NO																																																						
Contact name					Ext No.	6319																																																
TOTAL						36	99																																															

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 purpose 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: 25/1/13

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date:	<u>28/01/13</u>
Payroll:	Input by:	Date:	Checked by:

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

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIM BY COUNCILLOR: CLAIRE JENNER

ICT ALLOWANCES FOR THE MONTH OF: July

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED										AMOUNT CLAIMED		RECEIPTS ATTACHED*			
	Invoice date	Inv No.	Sur II	Gross amt	Due Date	TC	TS	Cost/C	Cat	Cat	Net £	£	p	YES	NO	
4/7/12	4/7/12			£ 75.98	30/07	EZ		MJ30			75.98	75	98	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Printer Ink															
	CLLR JENNER - ICT															
	Special instructions: ALL SHEETS / RECEIPTS MUST BE SAVED															
	Contact name: _____ Ext No: 6319															
												TOTAL	75	98	<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 for the purpose of performing approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: \_\_\_\_\_ Date: 4/7/12

For Office Use Only	
Democratic Services: _____	Authorised for Payment: _____ Date: 11/07/12
Payroll: _____	Input by: _____ Date: _____ Batch No: _____
	Checked by: _____ Date: _____

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ould love f  
us at feedb  
the unlikely event that  
with any item purchased  
offer an exchange  
Simply rest