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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: ....

ICT ALLOWANCES FOR THE MONTH OF: ....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	p	RECEIPTS ATTACHED* YES	NO
28/11/12	Ipad wifi 32gb black	~~£479.~~ 250	~~00~~ 00	Sent already ✓	
	TOTAL	~~479~~ 250	~~00~~ 00		

Invoice date	Supp ID	Gross amt	
28/11/12	--	£ 250.00	
Inv No.		Due Date	13/1/13

Text (30 chars incl spaces): CLLR YONG - ICT

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	EZ		MJ30				250.00

Special Instructions: RECEIPT MUST BE SCANNED | CIS: YES / NO

Contact name: [illegible] | 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...13th Dec2012..........................

For Office Use Only				
Democratic Services:	Authorised for Payment:	Date: 13/12/12		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: