

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Natasha Arey
 ICT ALLOWANCES FOR THE MONTH OF: February

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED										AMOUNT CLAIMED		RECEIPTS ATTACHED*		
	Invoice date	Inv No.	supp ID	gross amt	Due Date	TC	TS	CostC	Cat	Cat	Net £	£	p	YES	NO
9/12/13			9/2/13	£37.25	20/3/13						7	99	✓		
9/12/13											8	49	✓		
9/12/13											7	78	✓		
9/12/13											12	99	✓		
Text (30 chars incl spaces) C.L.R. AREY - ICT															
	Acc code	J26	TC	EZ	TS		CostC	MJ30	Cat						
	Special instructions	Receipts must be scanned										CIS: YES / NO			
	Contact name											Ext No.	6319		
TOTAL											37	25			

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: 18/2/13

For Office Use Only	
Demographic Services:	Authorised for Payment: _____ Date: <u>06/03/13</u>
Input by: _____	Batch No: _____ Checked by: _____ Date: _____

