

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: M. V. BEER

ICT ALLOWANCES FOR THE MONTH OF: March 2013

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
18/12/12	1 ream copy paper - Curry's PC World	✓	2 99	✓	RECEIPT ✓
10/1/13	Brother LC1250XL Value Pack - 3 colour + Black Inks - Staples	✓	81 00	✓	VAT RECEIPT ✓
26/3/13	5x Reams Office Paper - Discounted - Staples	✓	14 95	✓	VAT RECEIPT ✓
	Large Volume Printing re	£	98 94		
	Aviation Consultations, LAANC, HACC etc				
	X95% = 93 95				
	TOTAL		✓ 93 95		

NB Large Receipts are VAT stated

ICT equipment for the purposes of enabling me to perform approved duties as a Member of the Council and re of Member:..... Date: 10/4/13

Invoice date: 18/12/12 Supp date: 19/1/13 Amount: £93.95 Due date: 15/5

Inv No.: 2/1A

Text (30 chars incl spaces): CLAR BEER - ICT

Acc code	TC	TS	CostC	Cat	Cat	Net £
J26EZ			MJ30			93.95

*FAI

Special instructions: RECEIPTS MUST BE SCAINED

Contact name: 6319

For Office Use Only

Democratic Services: Authorised for Payment: _____ Date: 15/4/13

Payroll: Input by: _____ Date: _____ Batch No: _____ Checked by: _____ Date: _____