

MEMBERS' INFORMATION A. D COMPUTER TECHNOLOGY (IC.) ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: **DAVID COPPING**

ICT ALLOWANCES FOR THE MONTH OF: **OCTOBER 2012**

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	P	YES	NO
13/10/12	LECT TABLETS SEVENTH COMPUER	150	—	✓	
			TOTAL	✓	
			150	✓	

Invoice date: **13/10/12** Supp ID: **---** Gross amt: **£150.00** Due date: **30/11**

Invo No. **---**

Text (30 chars incl spaces) **CMR COPPINGER - ICT**

Acc code	TC	TS	CostC	Cat	Cat	Net£
J26	E2		MJ30			150.00

Special instructions: **RECEIPT MUST BE SCANNED** CIS: YES / NO

Contact n^o: **6319** Ext No.

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 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: **25/10/12**

For Office Use Only	
Demographic Services:	Authorised for Payment: _____ Date: 29/10/12
Payroll:	Input by: 1 Date: _____ Batch No: _____ Checked by: _____ Date: _____

MEMBERS' INFORMATION / D COMPUTER TECHNOLOGY (IC) / ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: D. COPP, PC22

ICT ALLOWANCES FOR THE MONTH OF: August 2012

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	P	YES	NO
24/8/2012	HP Reinsted to enable printing from I.P.A.S. Invoice date 24/08/12 Supp ID Inv No. SS it £99.99 Due Date 21/09 Text (30 chars incl spaces) CLLR COPPINGER - ICT Acc code TC TS CostC Cat Net £ J26EZ MJ30 99.99 Special Instructions RECEIPT MUST BE SCANNED CIS: YES / NO Contact name Ext No. 6319	99	99	✓	✓
TOTAL		99	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 that I have actually made the payments shown

Signature of Member: _____ Date: _____

For Office Use Only

Democratic Services:	Authorised for Payment	Date:	31/08/12
Payroll:	Input by:	Date:	1
	Checked by:	Date:	