

MEMBERS' INFORMATION AND COMPUTER TECHNOLOGY (T) ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: SAYONARA LUXTON

DATE OF PURCHASE	Invoice date		Inv No.	Supp ID	Gross amt	Due date	EM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
	£	p						YES	NO		
		03/04/2012			£ 249.95						
	Acc code	TC	TS	CostC	Cat	Cat		£	p		
	J26 E2			MJ30							
	Text (30 chars incl spaces)					Net £					
	CLR LUXTON - ICT					249.95					
	Special Instructions										
	RECEIPT MUST BE SCANNED										
	Contact name										
	Ext No.										
	6319										
3.04.12	ICT - Printer									249	95
								TOTAL	249	95	

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: 3rd April 12

For Office Use Only	
Democratic Services:	Authorised for Payment: _____ Date: <u>04/04/12</u>
Payroll:	Input by: _____ Date: _____ Batch No: _____ Checked by: _____ Date: _____