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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: The mayor

ICT ALLOWANCES FOR THE MONTH OF: Jan 2013

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
18/1/13	HP Photosmart 6520 All in one Printer	201	66	✓	
25/1/13	Printer Cartridges for the above Printer	105	67	✓	

Invoice date 18/01/13 | Supp ID --- | Gross amt £250.00
Inv No. — | Due Date 11/03/13
Text (30 chars incl spaces) CLLR RAYNER - ICT

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

Special instructions RECEIPTS MUST BE SCANNED | CIS: YES / NO
Contact name — | Ext No. 6319.

PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.

TOTAL £250 00

Please pay ✓

***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 p[illegible] me to perform approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member:..... Date... 5/2/13

For Office Use Only					
Democratic Services:	Authorised for Payment.		Date: 11/02/13		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: