

MEMBERS' INFORMATION AN. COMPUTER TECHNOLOGY (ICT) ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Simon Werner

ICT ALLOWANCES FOR THE MONTH OF: April 2012 to March 2013

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																																																													
		£	p	YES	NO																																																												
26/3/2013	HP Compaq Elite 8300	500	00	yes																																																													
<table border="1"> <tr> <td>Invoice date</td> <td>26/03/13</td> <td>Supp ID</td> <td></td> <td>Gross amt</td> <td>£500.00</td> </tr> <tr> <td>Inv No.</td> <td></td> <td></td> <td></td> <td>Due date</td> <td>3/5</td> </tr> <tr> <td colspan="6">Text (30 chars incl spaces)</td> </tr> <tr> <td colspan="6">CLR WERNER - ICT</td> </tr> <tr> <td>Acc code</td> <td>TC</td> <td>TS</td> <td>CostC</td> <td>Cat</td> <td>Net £</td> </tr> <tr> <td>J26 E2</td> <td></td> <td></td> <td>MJ30</td> <td></td> <td>500.00</td> </tr> <tr> <td colspan="6">Special instructions</td> </tr> <tr> <td colspan="6">RECEIPT MUST BE SEANDED</td> </tr> <tr> <td colspan="6">Contact name</td> </tr> <tr> <td colspan="6">Ext No. 6319.</td> </tr> </table>						Invoice date	26/03/13	Supp ID		Gross amt	£500.00	Inv No.				Due date	3/5	Text (30 chars incl spaces)						CLR WERNER - ICT						Acc code	TC	TS	CostC	Cat	Net £	J26 E2			MJ30		500.00	Special instructions						RECEIPT MUST BE SEANDED						Contact name						Ext No. 6319.					
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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.....28/3/2013.....

For Office Use Only	
Demographic Services:	Authorised for Payment: <i>(Signature)</i>
Payroll:	Date: 03/04/13
	Batch No:
	Checked by:
	Date:

£250 from 2012/13 allowance
£250 from 2013/14 allowance