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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: CLLR SMITH

ICT ALLOWANCES FOR THE MONTH OF: APRIL 2012.

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
24 April 2012	HP Photosmart Printer 7510	✓ 129	99	Scan attached	
	TOTAL	✓ 129	99		

Invoice date	24/04/12	Supp ID	81837419	Gross amt	£129.99
Inv No.	—			Due Date	26/05/12
Text (30 chars incl spaces)	cllr Smith - ICT				

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

Special instructions: see reverse of page for receipt. Receipt must be scanned

Contact name: [redacted] Ext No. 6319

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:…Adam Smith…………………………… Date…26 April 2012……

For Office Use Only				
Democratic Services:	Authorised for Payment: [redacted]	Date: 27/04/12		
Payroll:	Input by:	Batch No:	Checked by:	Date: