Rec'd 18/9.

MEMBERS' INFORMATION AN[illegible] [illegible]OMPUTER TECHNOLOGY (ICT) [illegible]LOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: ……………………Geoffrey L. Hill

ICT ALLOWANCES FOR THE MONTH OF: ……………Sept 2014…….

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
13 9th Sept 2014	HP Laptop 17-J184NA, Norton AntiVirus Software, Microsoft Home Office	250	00	Yes	

Invoice date 13/9/14 Supp ID 81836108 Gross amt £ 250.00

Inv No. — Due date 5/10

Text (30 chars incl spaces) CLLR HILL – ICT

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

Special instructions RECEIPT MUST BE SCANNED

Contact nam[redacted] Ext No. 6319

TOTAL 250 00

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:………………Geoffrey L. Hill……. Date……………18th Sept 2014……………

For Office Use Only				
Democratic Services:	Authorised for Payment: [redacted]	Date: 23/9/14.		
Payroll:	Input by:	Batch No:	Checked by:	Date: