

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

DAVID HILTON

DATE OF PURCHASE

FULL DESCRIPTION OF ICT ITEM PURCHASED

AMOUNT CLAIMED

RECEIPTS ATTACHED*	
YES	NO

22/8/2016

TONER FOR OKI MC332 PRINTER

239	12
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 \hookrightarrow [illegible]Special instructions
Contact name

Andy Cartmell

Ext No. 6319

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

TOTAL	239	12
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***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 24/8/2016

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date: 24/8/16	
Payroll:	Input by:	Batch No:	Checked by:
	Date:		Date: