

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Geoffrey L. Hill

ICT ALLOWANCES FOR THE MONTH OF: July 2017.....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
4 th July 2017	Black Ink Cartridge	26	99	Yes	
20 th July 2017	Cyan Ink Cartridge	17	09	Yes	
20 th July 2017	Magenta Ink Cartridge	18	99	Yes	
20 th July 2017	Yellow Ink Cartridge	18	99	Yes	
	Invoice date 24/7/17 Inv No. 183614 Supp ID 183614 Gross amt £82.06 Due date ASAP Text (30 chars incl spaces) CLR MILL ICT ALL Acc code S26 £2 TC MS30 TS CostC Cat Net £ 82.06 Cat Cat Special instructions Contact name Andy Carswell Ext No. 6319				
	TOTAL	82	06		

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: 24th July 2017

For Office Use Only	
Democratic Services:	Authorised for Payment: [REDACTED] Date: 3/8/17
Payroll:	Input by: _____ Date: _____ Checked by: _____ Date: _____