

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: HARI SHARMA


ICT ALLOWANCES FOR THE MONTH OF: 2017-2018 - 2018-2019

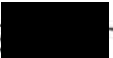
DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
11.3.2018	LENOVO LAPTOP + TWO INK CARTRIDGE FOR PRINTER + ANTI VIRUS + MICROSOFT 365 ^{PERS}	498	96	YES	
11.3.2018	LAPTOP BAG				
	Combining 2 years of allowance following MD agreement				
	invoice date 12/3/18 supp ID 81837219 Gross amt £ 498.96				
	Inv No. Due Date ASAP				
	Text (30 chars incl spaces) CLLR SHARMA ICT ALL				
	Acc code TC TS CostC Cat Cat Net £				
	S26 E2 MS30 498.96				
	Special instructions				
	Contact name Andy Carswell Ext No. 6319				
	Invoice Supp Gross				
	TOTAL	498	96p		

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: 12-3-2018

For Office Use Only		Authorised for Payment 		Date: <u>13/3/18</u>
Democratic Services:	Input by:	Date:	Batch No:	Checked by:
Payroll:				Date: