

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: **KELLOWAY**


ICT ALLOWANCES FOR THE MONTH OF:


| DATE OF PURCHASE | FULL DESCRIPTION OF ICT ITEM PURCHASED | | AMOUNT CLAIMED | | RECEIPTS ATTACHED* | |
|------------------|---|--|----------------|----------|--------------------|----|
| | | | £ | p | YES | NO |
| 30/10/17 | Apple Tablet + case | | 458 | — | ✓ | |
| | Invoice date: 6/11/17 Supp ID: 800340 Gross amt: £ 458.00 Due date: ASAP Text (80 chars incl spaces): CLR KELLOWAY ICT ALL Acc code: S26 E2 TC: TS: CostC: MS30 Cat: Cat: Net£: 458.00 Special instructions: Contact name: Andy Carswell Ext No: 6319 Invoice: Supp: | | | | | |
| | Combining allowance for 17/18 and 18/19 as agreed by the Managing Director on 15/11/17 | | | | | |
| | TOTAL | | 458 | — | | |

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: **6/11/17**

| | |
|----------------------|---|
| For Office Use Only | |
| Democratic Services: | Authorised for Payment:  |
| Payroll: | Input by: Date: 16/11/17 Batch No: Checked by: Date: |