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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Stuart Carroll.....

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

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
8/11/17	Purchase of RBWM iPad. No receipt as product is being purchased from RBWM. Amount taken from combining allowances from 2017/18 and 2018/19 following MD approval. Additional claim of £20 for protective cover, on separate sheet, to also be included	290	00		x

Invoice date 3/1/18 | Supp ID 80119703 | Gross amt £290

Inv No. | Due date ASAP

Text (30 chars incl spaces) CLLR CARROLL ICT ALL

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
526	E2		MS30				290

Special instructions

Contact name Andy Cornwell | Ext No. 6319

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

TOTAL 290 00

***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: Stuart Carroll..... Date 03/01/2018.....

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date:		
Payroll:	Input by:	Date: 5/1/18	Batch No:	Checked by:	Date:

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: STUART CARROLL

ICT ALLOWANCES FOR THE MONTH OF: ....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	p	RECEIPTS ATTACHED* YES	NO
16/12/2017	Protective cover and starter set for Council mobile phone.	20	00	✓	
	I had to move to a council phone to receive				
	emails directly to my council account				
	having assumed responsibility for Adult				
	and Social care. The phone needed a				
	new protective cover. This is also part				
	of my move to be "paperless" and				
	save the council money in paper				
	and printing costs in the future.				
	TOTAL	20	00		

LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER
ION.

CEIPTS MAY RESULT IN NON-PAYMENT OF THE CLAIM

and necessarily incurred expenditure on ICT equipment for the [redacted] oved duties as a Member of the Council and
payments shown

Signature of Member:......... [redacted] Date: 03/01/2018

Authorised for Payment [redacted]		Date:		
Input by:	Date: 5/1/18	Batch No:	Checked by:	Date:

Invoice date	Supp ID	Gross amt	
3/1/18	80119703	£ 20.00	
Inv No.		Due Date	ASAP

Text (30 chars incl spaces): CLLR CARROLL ICT ALL

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
326E2			M530				20

Special instructions

Contact name: Andy Carswell Ext No. 6319