

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: M.V. BEER

ICT ALLOWANCES FOR THE MONTH OF:

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
24/8/16	Hewlett Packard Laptop 15AF 165S-A (PC World Slough) incl to replace laptop as charger socket broke away from casing.	298	97	✓	✗ (copy)
	* NB Have retained original receipt in case of trouble during g/tee & maintenance period				
	hunted to Component				
	TOTAL Allowance	£250	00		

NET FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER

RECEIPTS MAY RESULT IN NON-PAYMENT OF THE CLAIM

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

298 97 - please pay full amount, agreed with MD

Date: 25/5/17

Invoice 25/5/17 Supp ID 800015
 Gross amt £ 298.97
 Date 25/5/17
 Due date ASAP
 Text (30 chars incl spaces) CLR BEER ICT ALL
 Acq code TC 526 F2
 Costc MS30
 Cat MS30
 Net £ 298.97
 Special Instructions Andy Caswell
 Contact name 6319

Signature of Member:

For Office Use Only

Democratic Services:	Authorised for Payment:	Date: 2016/17
Payroll:	Input by:	Batch No:
	Checked by:	Date: