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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: M-J SAUNDERS

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
19.4.17	Ink Cartridges	50	75	✓	

Invoice date 1/5/17 | Supp ID 800380 | Gross amt £50.75
Inv No. | Due date ASAP
Text (30 chars incl spaces) CLLR SAUNDERS ICT ALL

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
326	E2		MJ30				50.75

Special instructions
Contact name Andy Carswell | Ext No. 6319
Invoice | Supp | Gross

TOTAL	50	75

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 [redacted] abling me to perform approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: [redacted] Date 1.5.17

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date: 2/5/17		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MJ SAUNDERS

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
16.7.17	Copies Paper	6	64	✓	
13.10.17	Copies Ink Cartridges	35	77	✓	

Invoice date 26/10/17 | Supp ID 800380 | Gross amt £42.41
Inv No. | Due Date ASAP
Text (30 chars incl spaces) CLLR SAUNDERS ICT ALL

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
526	E2		MS30				42.41

Special instructions: Andy Carswell x6319
Contact name | Ext No.

TOTAL 42 41

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 equipme[redacted] enabling me to perform approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: [redacted] Date 26.10.17

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date: 31/10/17		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: