

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MARION MILLS

ICT ALLOWANCES FOR THE MONTH OF:

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED	
		£	p	YES	NO
11 NOV 2017	SAMSUNG GALAXY A5 SMARTPHONE (2017)	299	99	✓	
		TOTAL	299	99	

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: [Redacted] Date: 24/11/2017

For Office Use Only						
Democratic Services:	Authorised for Payment:	[Redacted]	Date:	20/12/17		
Payroll:	Input by:		Date:	Batch No:	Checked by:	Date:

Invoice date 24/11/17 Supp ID 81837113 Gross amt £ 299.99
 Inv No. Due Date ASAP
 Text (30 chars incl spaces) CLR MILLS ICT ALL

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
<u>526</u>	<u>E2</u>		<u>M530</u>				<u>299.99</u>

Combine allowance for 2017/18 and 2018/19 as approved by Managing Director

Special instructions
 Contact name Andy Caswell Ext No. 6319