

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: **DAVID HULTON**


ICT ALLOWANCES FOR THE MONTH OF: **FEB 2018**


DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
5/2/2018	CYAN TONER				
5/2/2018	MAGENTA TONER	271	72		
5/2/2018	YELLOW TONER				
5/2/2018	BLACK TONER				
PURCHASED TOGETHER AT A DISCOUNT INVOICE date: 2/3/18 Supp ID: 800105 Gross amt: £250 Due date: ASAP Inv No. Text (30 chars incl spaces): CLR MILTON ICT ALL Acc code: 526 £2 TS: CostC: MS30 Cat: Net £: 250 Special instructions: Contact name: Andy Carswell Ext No: 6319					
TOTAL		250	00		

PLEASE COMPLETE ONE LINE FOR EACH ITEM 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: **24/3/2018**

For Office Use Only	
Democratic Services:	Authorised for Payment:  Date: 9/3/18
Payroll:	Input by: _____ Date: _____ Batch No: _____ Checked by: _____ Date: _____