

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Lynne Jones.....

ICT ALLOWANCES FOR THE MONTH OF:

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
1/6/17	Purchase of RBWM Nokia phone, with recurring £12 monthly usage charge. Combined two years' allowance following agreement of Managing Director. No receipt as product is purchased from RBWM	407	00		
PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.		TOTAL			

***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:.....

For Office Use Only					
Democratic Services:	Authorised for Payment: Andy Carswell		Date: 1/6/17		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

