

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Simon Werner
ICT ALLOWANCES FOR THE MONTH OF: March 2018

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																																																													
		£	p	YES	NO																																																												
27/3/2018	Toner Cartridge	151	20	yes																																																													
	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td>invoice date</td> <td>29/3/18</td> <td>supp ID</td> <td>3000180</td> <td>gross amt</td> <td>£ 151.20</td> </tr> <tr> <td>Inv No.</td> <td colspan="3"></td> <td>Due date</td> <td></td> </tr> <tr> <td colspan="6">Text (30 chars incl spaces)</td> </tr> <tr> <td colspan="6" style="text-align: center;">CLLR WERNER ICT ALL</td> </tr> <tr> <td>Acc code</td> <td>TC</td> <td>TS</td> <td>CostC</td> <td>Cat</td> <td>Net £</td> </tr> <tr> <td>S26E2</td> <td></td> <td></td> <td>M530</td> <td></td> <td>151.20</td> </tr> <tr> <td colspan="6">Special instructions</td> </tr> <tr> <td colspan="4">Contact name</td> <td colspan="2">Ext No.</td> </tr> <tr> <td colspan="4" style="text-align: center;">Andy Carswell</td> <td colspan="2" style="text-align: center;">6319</td> </tr> <tr> <td>Invoice</td> <td>ISupp</td> <td colspan="2"></td> <td>IGross</td> <td></td> </tr> </table>	invoice date	29/3/18	supp ID	3000180	gross amt	£ 151.20	Inv No.				Due date		Text (30 chars incl spaces)						CLLR WERNER ICT ALL						Acc code	TC	TS	CostC	Cat	Net £	S26E2			M530		151.20	Special instructions						Contact name				Ext No.		Andy Carswell				6319		Invoice	ISupp			IGross					
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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: Simon Werner

Date 29/3/2018.....

For Office Use Only					
Democratic Services:	Authorised for Payment:			Date:	
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: