

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Employee Number = 800070

CLAIM BY COUNCILLOR: Sue Evans

ICT ALLOWANCES FOR THE MONTH OF: Dec 09

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED																	
		£	p	YES	NO																
29/11/09	Lexmark 44 Black High Yield BLACK INK 3 X2 ✓	42	62	42-62																	
<div style="display: flex; justify-content: space-between;"> <div> <p>Invoice date <u>14/12/09</u> Supp ID <u>800070</u> Gross amt <u>£42.62</u></p> <p>Inv No. <u> </u> Due date <u>21/12</u></p> <p>Text (30 chars incl spaces) <u>CLLR S EVANS - ICT</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Acc code</th> <th>TC</th> <th>TS</th> <th>CostC</th> <th>Cat</th> <th>Cat</th> <th>Cat</th> <th>Net £</th> </tr> </thead> <tbody> <tr> <td>J26</td> <td>E2</td> <td></td> <td>MT 30</td> <td></td> <td></td> <td></td> <td>42.62</td> </tr> </tbody> </table> <p>Special instructions <u>ALL SHEETS/RECEIPTS MUST BE SCANNED</u></p> <p>Contact name <u>J. HARFORD</u> Ext No. <u>6319</u></p> </div> <div style="text-align: right;"> <p>TOTAL</p> <p>✓ 42 62</p> </div> </div>						Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	J26	E2		MT 30				42.62
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J26	E2		MT 30				42.62														

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: Sue Evans

Date: 14/12/09

For Office Use Only		Authorised for Payment: <u> </u>		Date: <u>15/12/09</u>	
Delegation Services		Input by: <u> </u>	Date: <u> </u>	Batch No: <u> </u>	Checked by: <u> </u>
Reason		Date: <u> </u>			