

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: DAVID HILTON

ICT ALLOWANCES FOR THE MONTH OF: APRIL / AUGUST


DATE OF PURCHASE	FULL DESCRIPTION OF ITEM PURCHASED	✓	AMOUNT CLAIMED	RECEIPTS ATTACHED	
			£	YES	NO
28/7/09	INK CARTRIDGES YELLOW + MAGENTA	✓		/	17.98
"	" LIGHT MAGENTA + LIGHT CYAN	✓		/	17.98
"	" MAGENTA + CYAN	✓		/	17.98
"	" BLACK X 2	✓		/	53.98
Invoice date <u>02/09/09</u> Supp ID <u>8000105</u> Gross amt <u>£107.92</u> Inv No. <u>N/A</u> Due Date <u>21/09</u> Text (30 chars incl spaces) <u>HILTON - ICT</u>					
Acc code	TC	TS	CostC	Cat	Net £
J26	E2		MJ30		107.92
Special Instructions					
Contact name <u>J. S. HARFORD</u>			Ext No. <u>6319</u>		
READING THE DECLARATION.			TOTAL		107.92

***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: 2/9/09

For Office Use Only			
Demographic Services	Authorised for Payment: 	Date: <u>07/09/09</u>	
Input by:	Date:	Batch No:	Checked by:

RECEIVED

05 SEP 2009

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD

CLAIM BY COUNCILLOR: DAVID HILTON
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 800105

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM					For Office Use Only																																								
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Democratic Services)			HOURS CLAIMED	AMOUNT CLAIMED																																								
28/12/09				BLACK INK CARTRIDGE			✓ 27.75																																									
"				MAGENTA			✓ 8.95																																									
"				CYAN			✓ 8.95																																									
"				YELLOW			✓ 8.95																																									
			Invoice date 31/3/10 Supp ID 800105 Gross amt £ 54.58 Inv No. / Due Date 16/04 Text (30 chars incl spaces) CALLER HILTON - ICT																																													
			<table border="1"> <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>EZ</td> <td></td> <td>MJ30</td> <td></td> <td></td> <td></td> <td>54.58</td> </tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	J26	EZ		MJ30				54.58																								
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			Special instructions ALL PAGES MUST BE SCANNED Contact name J. S. HARFORD Ext No. 6319																																													
							TOTAL AMOUNT CLAIMED	✓ 54.58																																								

Signature of Member: _____ Date: 31/3/2010

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 09/04/10		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

SURELY FEEL WRONG FORM