

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: ..Lenton

ICT ALLOWANCES FOR THE MONTHS OF: ...April 2009 to March 2010.

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED																	
		£	p	YES	NO																
31 March 2010	Supply of computing services from Avocet Finance Ltd (Vat inclusive)	250	00	Yes																	
<div style="display: flex; justify-content: space-between;"> <div> <p>Invoice date 31/03/10 Supp ID 800345 Gross amt £250.00</p> <p>Inv No. Due date 24/05</p> <p>Text (30 chars incl spaces) CLLR LENTON - ICT</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>MJ30</td> <td></td> <td></td> <td></td> <td>250.00</td> </tr> </tbody> </table> <p>Special Instructions ALL SHEETS MUST BE SCANNED</p> <p>Contact name J. HARFORD Ext No. 6319</p> </div> <div style="text-align: right;"> <p>TOTAL</p> <p style="font-size: 2em;">✓</p> </div> </div>						Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	J26	E2		MJ30				250.00
Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £														
J26	E2		MJ30				250.00														
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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:.....J Lenton.....

Date 30/04/2010.....

For Office Use Only					
Democratic Services:	Authorised for Payment:	Date:	18/05/10		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: