

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Mrs. Luxton

ICT ALLOWANCES FOR THE MONTH OF: June 2009

| DATE OF PURCHASE   | FULL DESCRIPTION OF ICT ITEM PURCHASED | AMOUNT CLAIMED |             | RECEIPTS ATTACHED* |     |          |              |    |       |     |     |     |       |            |           |  |             |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|----------------|-------------|--------------------|-----|----------|--------------|----|-------|-----|-----|-----|-------|------------|-----------|--|-------------|--|--|--|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  | £              | p           | YES                | NO  |          |              |    |       |     |     |     |       |            |           |  |             |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27.7.09.   | Printer Cartridges                     | ✓ 20           | 17          | ✓                  |     |          |              |    |       |     |     |     |       |            |           |  |             |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Invoice date <u>27/07/09</u>   Supp ID <u>800 350</u>   Gross amt <u>£20.17</u></div> <div>Inv No. <u>                    </u>   Due date <u>10/08</u></div> </div> <p style="margin-top: 5px;">Text (30 chars incl spaces)<br/><u>CLR LUXTON - ICT ALLOWANCE</u></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <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> <tr> <td><u>J26</u></td> <td><u>E2</u></td> <td></td> <td><u>MJ30</u></td> <td></td> <td></td> <td></td> <td><u>20.17</u></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> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Special instructions <u>ALL SHEETS MUST BE SCANNED INCL RECEIPTS</u></div> <div>Contact name <u>J. S. HARFORD</u>   Ext No. <u>6319</u></div> </div> |  |                |             |                    |     | Acc code | TC           | TS | CostC | Cat | Cat | Cat | Net £ | <u>J26</u> | <u>E2</u> |  | <u>MJ30</u> |  |  |  | <u>20.17</u> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Acc code   | TC                                     | TS             | CostC       | Cat                | Cat | Cat      | Net £        |    |       |     |     |     |       |            |           |  |             |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <u>J26</u>   | <u>E2</u>                              |                | <u>MJ30</u> |                    |     |          | <u>20.17</u> |    |       |     |     |     |       |            |           |  |             |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |                |             |                    |     |          |              |    |       |     |     |     |       |            |           |  |             |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |                |             |                    |     |          |              |    |       |     |     |     |       |            |           |  |             |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | TOTAL          |             | ✓ 20               | 17. |          |              |    |       |     |     |     |       |            |           |  |             |  |  |  |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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: [Signature]

Date: 27th July '09

|                      |  |                       |           |             |       |
|----------------------|--|-----------------------|-----------|-------------|-------|
| For Office Use Only  |  |                       |           |             |       |
| Democratic Services: | Authorised for Payment: <u>[Signature]</u> | Date: <u>31/07/09</u> |           |             |       |
| Payroll:             | Input by: <u>[Signature]</u>               | Date: <u>1</u>        | Batch No: | Checked by: | Date: |

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: CLLr Mrs Luxton

ICT ALLOWANCES FOR THE MONTH OF: Nov. 2009

| DATE OF PURCHASE   | FULL DESCRIPTION OF ICT ITEM PURCHASED | AMOUNT CLAIMED |       | RECEIPTS ATTACHED* |     |          |       |    |       |     |     |     |       |       |  |  |      |  |  |  |       |
|--|--|----------------|-------|--------------------|-----|----------|-------|----|-------|-----|-----|-----|-------|-------|--|--|------|--|--|--|-------|
|  |  | £              | p     | YES                | NO  |          |       |    |       |     |     |     |       |       |  |  |      |  |  |  |       |
| 22.11.09   | Printer Cartridge                      | 28             | 38    | ✓                  |     |          |       |    |       |     |     |     |       |       |  |  |      |  |  |  |       |
| <div style="display: flex; justify-content: space-between;"> <div> <p>date <u>22/11/09</u> ID <u>800350</u> amt £ <u>28.38</u></p> <p>Inv No. <u>                    </u> Due Date <u>22/01</u></p> <p>Text (30 chars incl spaces)<br/><u>CLLr LUXTON - ICT</u></p> <table border="1"> <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> <tr> <td>J26EZ</td> <td></td> <td></td> <td>m330</td> <td></td> <td></td> <td></td> <td>28.38</td> </tr> </table> <p>Special Instructions<br/>Contact name <u>J.S. HARFORD</u> Ext No. <u>6319</u></p> </div> <div> <p>TOTAL</p> <p>28 38</p> </div> </div> |  |                |       |                    |     | Acc code | TC    | TS | CostC | Cat | Cat | Cat | Net £ | J26EZ |  |  | m330 |  |  |  | 28.38 |
| Acc code   | TC                                     | TS             | CostC | Cat                | Cat | Cat      | Net £ |    |       |     |     |     |       |       |  |  |      |  |  |  |       |
| J26EZ  |  |                | m330  |                    |     |          | 28.38 |    |       |     |     |     |       |       |  |  |      |  |  |  |       |

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.S. HARFORD

Date: 18.01.10

|                      |                         |             |                   |
|----------------------|-------------------------|-------------|-------------------|
| For Office Use Only  |                         |             |                   |
| Democratic Services: | Authorised for Payment: | Date:       | <u>18/01/2010</u> |
| Payroll:             | Input by:               | Date:       |                   |
| Batch No:            |                         | Checked by: | Date:             |