

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR:

LYONG

ICT ALLOWANCES FOR THE MONTH OF:

JULY

DATE OF PURCHASE	FULL DESCRIPTION OF GOODS PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																																									
		£	P	YES	NO																																								
5th July	Printer. 1 print cartridge 1 print cartridge.																																												
	} £77.15 ✓				77-15																																								
<div>Invoice date 08/07/09 Supp ID 800233 Gross amt £77.15</div> <div>Inv No. Due Date 11/08</div> <div>Text (30 chars incl spaces) CALL YONG - ICT</div> <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>J26E2</td> <td></td> <td></td> <td>MJ30</td> <td></td> <td></td> <td></td> <td>77.15</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> <div>Special instructions ALL PAGES MUST BE SCANNED</div> <div>Contact name J.S. HARFORD Ext No. 6319</div>						Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	J26E2			MJ30				77.15																								
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PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.

TOTAL

77-15

***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 _____

8th July 09

For Office Use Only					
Democratic Services	Authorised for Payment: [REDACTED]		Date: 03/08/09		
Payroll	Input by:	Date:	Batch No:	Checked by:	Date: