

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR:Tom Bursnall/Catherine Bursnall.....

ICT ALLOWANCES FOR THE MONTH OF:2008-2009.....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																	
		£	p	YES	NO																
30/3/09	Dell Inspiron Laptop 1545	439	00	* ✓	439-00																
26/3/09	Dell AC Adaptor Power Supply	34	50	* ✓	34-50																
Invoice date 31/03/09 Supp ID _____ Gross amt £473.50 Inv No. N/A Due date 06/04 Text (30 chars incl spaces) CURS BURSNAWL - 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>473.50</td> </tr> </tbody> </table> Special instructions ALL SHEETS / RECEIPTS MUST BE SCANNED Contact name _____ Ext No _____		Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	J26	EZ		MJ30				473.50				
Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £														
J26	EZ		MJ30				473.50														
TOTAL		473	50		473-50																

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:.....

Date.....31/3/09.....

For Office Use Only	
Democratic Services	Authorised for Payment: _____ Date: 31/03/09
Payroll	Input by: _____ Date: _____ Batch No: _____ Checked by: _____ Date: _____