

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MRS SUE EVANS

ICT ALLOWANCE FOR THE MONTH OF MARCH 09

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED															
		£	p	YES	NO														
<u>25/03/09</u>	<u>BLACK PRINTER INK CARTRIDGE</u>																		
	<u>COLOUR " " " "</u>	<u>43</u>	<u>87</u>	<input checked="" type="checkbox"/>															
Invoice date <u>25/03/09</u>   Supp ID <u>---</u>   Gross amt <u>£43.87</u> Inv No. <u>---</u>   Due date <u>02/04</u> Text (30 chars incl spaces) <u>CLR EVANS (S) - ICT</u>																			
<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>Net £</th> </tr> </thead> <tbody> <tr> <td><u>J26</u></td> <td><u>EZ</u></td> <td></td> <td><u>MJ30</u></td> <td></td> <td></td> <td><u>43.87</u></td> </tr> </tbody> </table>		Acc code	TC	TS	CostC	Cat	Cat	Net £	<u>J26</u>	<u>EZ</u>		<u>MJ30</u>			<u>43.87</u>				
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<u>J26</u>	<u>EZ</u>		<u>MJ30</u>			<u>43.87</u>													
Special instructions <u>ALL SHEETS/RECEIPTS MUST BE SCANNED</u>																			
Contact name _____ Ext No. _____																			

PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.

TOTAL 43 87

\*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: 25/3/09

For Office Use Only			
Democratic Services:	Authorised for Payment: _____	Date: <u>26/03/09</u>	
Payroll:	Input by: _____	Date: _____	Batch No: _____ Checked by: _____ Date: _____

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: SUE EVANS

ICT ALLOWANCES FOR THE MONTH OF: NOV 08

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED																	
		£	p	YES	NO																
29/11/08	LEXMARK X767S WIRELESS PRINTER ✓	122	33	YES	122-33																
Invoice date <u>29/11/08</u>   Supp ID _____   Gross amt <u>£122.33</u> Inv No. _____   Due date <u>3/01/09</u> Text (30 chars incl spaces) <u>CLLR MRS EVANS - ICT</u>																					
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J26	EZ		MJ30				122.33														
Special instructions Contact name _____   Ext No. _____																					
		TOTAL ✓ 122 33 122-33																			

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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: S. Evans Date: 16/12/08

For Office Use Only						
Authorised for Payment:			Date:	<u>19/12/08</u>		
Input by:	Date:	Batch No:	Checked by:	Date:		

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

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIM BY COUNCILLOR: MRS SUE EVANS  
 ICT ALLOWANCES FOR THE MONTH OF: SEPTEMBER 08

<u>26/08/08</u>	<u>INK CARTRIDGE X 2 (BLACK)</u>	✓		26.00																																																
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Invoice date</td> <td style="width:15%;"><u>26/08/08</u></td> <td style="width:15%;">Supp ID</td> <td style="width:15%;"></td> <td style="width:15%;">Gross amt</td> <td style="width:15%;"><u>£26.00</u></td> </tr> <tr> <td>Inv No.</td> <td></td> <td>Due Date</td> <td><u>10/10</u></td> <td colspan="2"></td> </tr> <tr> <td colspan="6">Text (30 chars incl spaces)</td> </tr> <tr> <td colspan="6"><u>CLERK SUE EVANS - ICT ALLOW.</u></td> </tr> <tr> <td>Acc code</td> <td>TC</td> <td>TS</td> <td>CostC</td> <td>Cat</td> <td>Net £</td> </tr> <tr> <td><u>J26EZ</u></td> <td></td> <td></td> <td><u>MJ30</u></td> <td></td> <td><u>26.00</u></td> </tr> <tr> <td colspan="6">Special Instructions</td> </tr> <tr> <td colspan="4">Contact name</td> <td colspan="2">Ext No.</td> </tr> </table>					Invoice date	<u>26/08/08</u>	Supp ID		Gross amt	<u>£26.00</u>	Inv No.		Due Date	<u>10/10</u>			Text (30 chars incl spaces)						<u>CLERK SUE EVANS - ICT ALLOW.</u>						Acc code	TC	TS	CostC	Cat	Net £	<u>J26EZ</u>			<u>MJ30</u>		<u>26.00</u>	Special Instructions						Contact name				Ext No.	
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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: 30/9/08

Authorised for Payment: .....	Date: <u>01/10/08</u>		
Input by: .....	Date: .....	Batch No: .....	Checked by: .....
			Date: .....