

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MAUREEN HUNT

ICT ALLOWANCES FOR THE MONTH OF: SEPTEMBER 08

5.9.08	MEMO BOOK + NOTE PAD + INK CARTRIDGE FOR PRINTER	✓	20	99	✓
13.9.08	PAPERCLIPS				✓
Invoice date <u>05/09/08</u> Supp ID Gross amt <u>£20.99</u> Inv No. Due date <u>06/10</u> Text (30 chars incl spaces) <u>CLR HUNT - ICT ALLOWANCE</u>					
Acc code	TC	TS	CostC	Cat	Net E
J26	E2		MJ30		20.99
Special instructions					Ext No. <u>6319</u>
Contact name					
			TOTAL	20	99

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: 26.9.08

Authorised for Payment:	Date: <u>29/09/08</u>
Input by:	Batch No:
Date:	Checked by:
	Date:

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MAUREED HUNT

ICT ALLOWANCES FOR THE MONTH OF: JUNE 08

DATE OF PURCHASE: _____										
17.6.08	INK CARTRIDGES FOR PRINTER & <del>WHITE PAPER</del> & <del>CLEAR</del>									
	RECEIPTS								<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Invoice date <u>17/06/08</u>			Supp ID _____		Gross amt <u>£39.98</u>				
	Inv No. _____			Due date <u>06/10</u>						
Text (30 chars incl spaces) <u>CLR HUNT - ICT ALLOWANCE</u>										
Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £			
<u>J26</u>	<u>EZ</u>		<u>MT30</u>				<u>39.98</u>			
Special instructions Contact name _____ Ext No. _____										

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

TOTAL  39.98

**\*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: 26 Sept 08

Authorized for Payment:		Date: <u>29/09/08</u>	
Input by: _____	Date: _____	Batch No: _____	Checked by: _____
		Date: _____	