

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MRS. SANDRA LUXTON

ICT ALLOWANCES FOR THE MONTH OF: August '08

DATE OF PURCHASE		28.08.2008		HP Photosmart (printer)				229	95	Yes
Invoice date		28/08/08		Gross amt		£229.95				
Inv No.		/		Due Date		30/09				
Text (30 chars incl spaces)										
CLLR LUXTON ICT ALLOWANCE										
Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £			
J26EZ			MJ30				229.95			
Special instructions										
Contact name										
Ext No.										
								TOTAL		

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: SEP 23 2008

Authorised for Payment		Date: 24/09/08	
Input by:	Date:	Batch No:	Checked by:
			Date: