

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: *Rayner*

ICT ALLOWANCES FOR THE MONTH OF: *December 2008*

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																	
		£	p	YES	NO																
27/12/08	1 Hp othejet pro L7590 All in One Printer	✓ 249	55	✓	249-55																
Invoice date <i>27/12/08</i> Supp ID <i>800325</i> Gross amt <i>£249.55</i> Due date <i>26/01</i> Inv No. _____ Text (30 chars incl spaces) <i>RAYNER - ICT ALL</i>																					
<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><i>J26</i></td> <td><i>EZ</i></td> <td></td> <td><i>MJ30</i></td> <td></td> <td></td> <td></td> <td><i>249.55</i></td> </tr> </tbody> </table>						Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	<i>J26</i>	<i>EZ</i>		<i>MJ30</i>				<i>249.55</i>
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<i>J26</i>	<i>EZ</i>		<i>MJ30</i>				<i>249.55</i>														
Special instructions Contact name _____ Ext No. _____																					
TOTAL				✓ 249	55	249-55															

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 purpose 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: *10/1/08*

For Office Use Only			
Demographic Services:	Authorised for Payment:	Date: <i>12/01/09</i>	
Payroll:	Input by:	Date:	Batch No: Checked by: Date: