

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD **29 APR 2009**

CLAIM BY COUNCILLOR: STRETTON (800385)

ICT ALLOWANCES FOR THE MONTH OF: FEB/MAR/APRIL/09

DATE OF PURCHASE	FUEL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED																	
		£	p	YES	NO																
06 FEB 2009	SET OF INK CARTRIDGES (A4 PRINTER)	78	78	✓	78-78																
Invoice date <u>30/04/09</u> Supp ID _____ Gross amt <u>£ 78.78</u> Inv No. _____ Due date <u>8/05</u> Text (30 chars incl spaces) <u>CLLR STRETTON - ICT</u> <table border="1"> <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> <tr> <td>J26</td> <td>EZ</td> <td></td> <td>MJ30</td> <td></td> <td></td> <td></td> <td>78.78</td> </tr> </table> Special instructions <u>ALL SHEETS MUST BE SCANNED</u> Contact name _____ Ext No. _____		Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	J26	EZ		MJ30				78.78				
Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £														
J26	EZ		MJ30				78.78														
	TOTAL	78	78		78-78																

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..... 30/04/09

For Office Use Only			
Democracy Services	Authorised for Payment:	Date:	<u>05/05/09</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: SILVANO (800385)

ICT ALLOWANCES FOR THE MONTH OF: 5 AUGUST/SEPT/OCT 2008

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED																	
				YES	NO																
21 AUGUST	SET OF INK CARTRIDGES (A4 PRINTER)	✓	36.82	✓	36-82																
25 SEPTEMBER	INK CARTRIDGES FOR A3 PRINTER (FOR A3 PLAN APPLICATION)	✓	34.77	✓	34-77																
9 OCTOBER	A4 INK CARTRIDGES	✓	42.30	✓	42-30																
17 OCTOBER	2 BOXES A4 PAPER (DISCOUNT PRICE) 5000 SHEETS	✓	36.39	✓	36-39																
Invoice date <u>21/08/08</u> Supp ID <u>£</u> Gross amt <u>£ 150.28</u> Inv No. _____ Due Date <u>17/03</u> Text (30 chars incl spaces) <u>CLLR STRETTON 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>Cat</th> <th>Net £</th> </tr> </thead> <tbody> <tr> <td>J26EZ</td> <td></td> <td></td> <td>MJ30</td> <td></td> <td></td> <td></td> <td>150.28</td> </tr> </tbody> </table>		Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	J26EZ			MJ30				150.28				
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Special instructions <u>ALL SHEETS MUST BE SCANNED</u>																					
Contact name _____		Ext No. _____		TOTAL <u>150.28</u>																	

PLEASE COMPLETE ONE LINE FOR 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: 27/2/2009

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