

See CLR Mackay claim 09/04

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: KATY NEWBOND

ICT ALLOWANCES FOR THE MONTH OF: MARCH 2009

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																	
		£	p	YES	NO																
1/4/09	PURCHASE OF NEW P.C + SOFTWARE	250	00	✓	250.00																
date <u>01/04/09</u> ID: _____ amt <u>£250.00</u> Inv No. _____ Due date <u>28/04</u> Text (30 chars incl spaces) <u>CLR NEWBOND - ICT</u> <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>J26</td> <td>EZ</td> <td></td> <td>MJ30</td> <td></td> <td></td> <td></td> <td>250.00</td> </tr> </tbody> </table> Special instructions <u>PART CLAIM ON POOLED ALLOWANCES</u> Contact name _____ Ext No. _____		Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	J26	EZ		MJ30				250.00				
Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £														
J26	EZ		MJ30				250.00														
TOTAL		250	00	✓	250.00																

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... 24/04/09

For Office Use Only					
Democratic Services	Authorised for Payment:		Date: <u>24/04/09</u>		
Payroll	Input by:	Date: <u>1</u>	Batch No:	Checked by:	Date: