

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

RECEIVED

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

- 9 MAR 2009

CLAIM BY COUNCILLOR: DEAN JOHN WILSON

ICT ALLOWANCES FOR THE MONTH OF: MAY '08 + Jan '09 + Feb '09

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED																	
		£	p	YES	NO																
03-MAY-2008	INK REFILLS	✓ 41	96	41-96																	
16-JAN-2009	——"——	✓ 31	97	31-97																	
28-FEB-2009	——"——	✓ 31	98	31-98																	
date <u>09/03/09</u> ID _____ amt <u>£ 105.91</u> Inv No. _____ Due Date <u>23/03</u> Text (30 chars incl spaces) <u>CLERK D WILSON - 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>105.91</td> </tr> </tbody> </table>		Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	J26	EZ		MJ30				105.91				
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Special instructions <del>PLEASE SCAN RECEIPTS AS WELL AS CLAIM FORM.</del> <b>PLEASE SCAN RECEIPTS AS WELL AS CLAIM FORM.</b> Contact name _____ Ext No. _____																					
		TOTAL		✓ 105	91 105-91																

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: 09-MAR-2009

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