

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: M.V. BEER

ICT ALLOWANCES FOR THE MONTH OF: APRIL 2008

25/1/08	5 Ream bulk paper paper A4 (Staples Office Supplies) less used before 1/4/08 1 Ream	8 79	✓				
3/4/08	HP Twin Ink Cartridges (PC World)	27 99	✓				
Invoice date <u>03/04/08</u> Supp ID: _____ Gross amt <u>£36.78</u> Inv No. <u>N/A</u> Due date <u>14/05</u> Text (30 chars incl spaces) <u>CLLR BEER ICT</u>							
Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	EZ		MJ30				36.78
Special Instructions							
Contact name						Ext No.	
TOTAL							36 78

It's FREE and easy to join!

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: 29/4/08

Authorised for Payment:	Date: <u>30/04/08</u>			
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: M. V. BEER
 UP TO MARCH 2009
 ICT ALLOWANCES FOR THE MONTH OF:

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED	
		£	p.	YES	NO
22/8/08	Twin Pack Black Ink Cartridges for HP printer (PC World)	✓ 26	00	✓	26-99
20/11/08	Ditto (Ditto)	✓ 30	00	✓	30-99
15/2/09	Ditto (Ditto)	✓ 33	25	✓	35-27
date 4/14/09 II amt = 93.25 Inv No. Due Date 15/04 Text (30 chars incl spaces) CLR BEER - ICT Acc code TC TS CostC Cat Cat Cat Net £ J26 E2 MJ30 93.25 Special instructions ALL PAGES/RECEIPTS TO BE SCANNED Contact name Ext No. Invoice					
		TOTAL			
		✓ 93	25	93-25	

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: 4/4/09

For Office Use Only					
Democratic Services	Authorised for Payment: ✓	Date:	07/04/09		
Payroll	Input by:	Date:	Batch No:	Checked by:	Date: