

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR:Tom Bursnall/Catherine Bursnall.....

ICT ALLOWANCES FOR THE MONTH OF:2008-2009.....

| DATE OF PURCHASE | FULL DESCRIPTION OF ICT ITEM PURCHASED | AMOUNT CLAIMED | | RECEIPTS ATTACHED* | | | | | | | | | | | | | | | | | |
|---|--|----------------|-------|--------------------|--------|-----|--------|-----|-------|-----|----|--|------|--|--|--|--------|--|--|--|--|
| | | £ | p | YES | NO | | | | | | | | | | | | | | | | |
| 30/3/09 | Dell Inspiron Laptop 1545 | 439 | 00 | * ✓ | 439-00 | | | | | | | | | | | | | | | | |
| 26/3/09 | Dell AC Adaptor Power Supply | 34 | 50 | * ✓ | 34-50 | | | | | | | | | | | | | | | | |
| <p align="center"> Invoice date: 31/03/09 Supp ID: Gross amt: £473.50 Inv No: N/A Due date: 06/04 Text (30 chars incl spaces): CURS BURSNAWL - ICT Special instructions: ALL SHEETS / RECEIPTS MUST BE SCANNED Contact name: Ext No: </p> <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>473.50</td> </tr> </tbody> </table> | | Acc code | TC | TS | CostC | Cat | Cat | Cat | Net £ | J26 | EZ | | MJ30 | | | | 473.50 | | | | |
| Acc code | TC | TS | CostC | Cat | Cat | Cat | Net £ | | | | | | | | | | | | | | |
| J26 | EZ | | MJ30 | | | | 473.50 | | | | | | | | | | | | | | |
| TOTAL | | 473 | 50 | | 473-50 | | | | | | | | | | | | | | | | |

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.....31/3/09.....

| | | | |
|----------------------------|-------------------------------|-------------------|-----------------|
| For Office Use Only | | | |
| Democratic Services | Authorised for Payment: _____ | Date: | 31/03/09. |
| Payroll | Input by: _____ | Date: _____ | Batch No: _____ |
| | | Checked by: _____ | Date: _____ |