

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

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIM BY COUNCILLOR: MRS C.R. ENDACOTT

ICT ALLOWANCES FOR THE MONTH OF: .....

9	3	08	PURCHASE OF NEW COMPUTER SOFTWARE					✓	250.00
Invoice date <u>27/04/08</u>		Supp ID	Gross amt <u>£250.00</u>						
Inv No. <u>N/A</u>		Due date <u>27/05</u>							
Text (30 chars incl spaces) <u>CLLR ENDACOTT / ICT ALLOWANCE</u>									
Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £		
<u>J26</u>	<u>EZ</u>		<u>MJ30</u>				<u>250.00</u>		
Special instructions									
Contact name			Ext No						

**PAYROLL  
15 MAY 2008**

PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.

TOTAL **✓ 250.00**

**\*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: 27.4.08

Authorised for Payment:	Date: <u>15/05/08</u>
Input by:	Date:
Batch No:	Checked by:

**RECEIVED**  
**- 6 MAY 2008**

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MRS C.R. ENDACOTT

ICT ALLOWANCES FOR THE MONTH OF: .....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED		
		£	p	YES	NO	
9. 3 08	PURCHASE OF NEW COMPUTER + SOFTWARE	250	—	✓	250.00	
PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.		TOTAL		250	—	✓ 250.00

\*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: 27.4.08

For Office Use Only					
Democratic Services:	Authorised for Payment: <u>  </u>	Date:	<u>15/05/08</u>		
Payroll:	Input by: <u>  </u>	Date: <u>  </u>	Batch No: <u>  </u>	Checked by: <u>  </u>	Date: <u>  </u>

**RECEIVED**  
- 6 MAY 2008