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: TO END APRIL 2018

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED		AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
23/6/17 (1)	Office Outlet/Slough	Canon Copy Paper 2x500 with discount				
10/11/17 (2)	Rymans/Staines	Brother Black Ink Cartridge	~~28~~	~~97~~		
~~15/11/17~~		Xerox Copy Paper 500	4	99		
15/11/17 (3)	Currys/PC World	Brother Colour Ink Pack Cartridges (3)	54	99		
30/4/18 (4)	"	Ditto	62	99		
	"	Brother Black Ink Cartridge	30	99		
" (5)	Office Outlet/Slough	Canon Copy Paper 500x5 (discount)	19	95		
			3 5			
			202	88		
	LESS Minimal/Personal Use	20%	40	58		
		TOTAL	162	30		
			139	13		

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 en[redacted]ved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member:.....[redacted] Date: 30/4/18

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date: 16/5/18		
Payroll:	Input by:	[redacted]:	Batch No:	Checked by:	Date: