

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

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIM BY COUNCILLOR: .....Geoffrey L. Hill

ICT ALLOWANCES FOR THE MONTH OF: .....June 2018.....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																	
		£	p	YES	NO																
12 <sup>th</sup> June 2018	Printer Paper	8	99	Yes																	
28 <sup>th</sup> June 2018	Printer Ink	26	23	Yes																	
	Invoice date: 30/6/18 Suppl ID: 81836108 Gross amt: £35.22 Due Date: ASAP																				
	Text (30 chars incl spaces) CLLR HILL ICT ALL																				
	<table border="1"> <thead> <tr> <th>Acc code</th> <th>TS</th> <th>TS</th> <th>CostC</th> <th>Cat</th> <th>Cat</th> <th>Cat</th> <th>Net £</th> </tr> </thead> <tbody> <tr> <td>526</td> <td>E2</td> <td></td> <td>M530</td> <td></td> <td></td> <td></td> <td>35.22</td> </tr> </tbody> </table>	Acc code	TS	TS	CostC	Cat	Cat	Cat	Net £	526	E2		M530				35.22				
Acc code	TS	TS	CostC	Cat	Cat	Cat	Net £														
526	E2		M530				35.22														
	Special Instructions																				
	Contact name: Andy Carzwell																				
	Ext No. 6319																				
	<b>TOTAL</b>	35	22																		

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:.....Geoffrey L. Hill.....

Date.....30<sup>th</sup> June 2018.....

For Office Use Only					
Democratic Services:	Authorised for Payment		Date:	17/7/18	
Payroll:	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: .....Geoffrey L. Hill

ICT ALLOWANCES FOR THE MONTH OF: .....Aug 2018.....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																	
		£	p	YES	NO																
20 <sup>th</sup> Aug 2018	Printer Ink <small>Invoice date 24/8/18   Supp ID 18361M   Gross amt £ 25.18</small> <small>Inv No.   Due Date ASAP</small> <small>Text (30 chars incl spaces)</small> CLLR MILL ICT ALL <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 10%;">Acc code</th> <th style="width: 5%;">TC</th> <th style="width: 5%;">TS</th> <th style="width: 10%;">CostC</th> <th style="width: 10%;">Cat</th> <th style="width: 10%;">Cat</th> <th style="width: 10%;">Cat</th> <th style="width: 10%;">Net £</th> </tr> <tr> <td style="text-align: center;">526E2</td> <td></td> <td></td> <td style="text-align: center;">M530</td> <td></td> <td></td> <td></td> <td style="text-align: center;">25.18</td> </tr> </table> <small>Special instructions</small> <small>Contact name</small> Andy Carswell <small>Ext No.</small> 6319	Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	526E2			M530				25.18	25	18	Yes	
Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £														
526E2			M530				25.18														
<b>TOTAL</b>		25	18																		

**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:.....Geoffrey L. Hill.....

Date.....24<sup>th</sup> Aug 2018.....

For Office Use Only					
Democratic Services:	Authorised for Payment:	Date:			
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: