

MEMBERS' INFORMATION AND COMPUTER TECHNOLOGY (ICT) ALLOWANCE CLAIM FORM 800105

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: DAVID HEALTON

ICT ALLOWANCES FOR THE MONTH OF: 2018/19

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
1/12/2018	TONER FOR OKI MC332 PRINTER	250	-	✓	
PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.		TOTAL		250	-

***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: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Date: 10/1/2019

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