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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: W. RICHARDS

ICT ALLOWANCES FOR THE MONTH OF:

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED P	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
19. 9. 2016	Apple Mac Mini	250	00	✓	
	TOTAL	250	00		

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

Signature of Member: [redacted] Date: 1.2.17

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