

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: M J SAUNDERS

ICT ALLOWANCES FOR THE MONTH OF:

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																	
		£	p	YES	NO																
1/3/18	Charger cables for iPad	7	99	✓																	
1/3/18	Printer cartridges	35	55	✓																	
13/4/18	Printer paper	7	00	✓																	
3/5/18	Protective cover iPad	27	99	✓																	
Invoice date <u>9/6/18</u> Suppl ID <u>800309</u> Gross amt <u>£78.53</u> Invoice No. _____ Due Date <u>ASAP</u> Text (30 chars incl spaces) <u>CLLR SAUNDERS ICT ALL</u> <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><u>526</u></td> <td><u>62</u></td> <td></td> <td><u>M530</u></td> <td></td> <td></td> <td></td> <td><u>78.53</u></td> </tr> </tbody> </table> Special Instructions _____ Contact name <u>Andy Carzwell</u> Ext No. <u>0310</u>		Acc code	TS	TS	CostC	Cat	Cat	Cat	Net £	<u>526</u>	<u>62</u>		<u>M530</u>				<u>78.53</u>				
Acc code	TS	TS	CostC	Cat	Cat	Cat	Net £														
<u>526</u>	<u>62</u>		<u>M530</u>				<u>78.53</u>														
		TOTAL		78	53																

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 enabling me to perform approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: [Redacted] Date: 8 June 18

For Office Use Only					
Democratic Services:	Authorised for Payment	[Redacted]	Date:	<u>17/7/18</u>	
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: MJ SAUNDERS

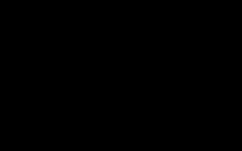
ICT ALLOWANCES FOR THE MONTH OF:

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
19 June 18	Printer Ink	35	99	✓	
19 June 18	Printer Ink	18	48	✓	
10 August 18	Printer Paper	3	74	✓	
invoice date 10/8/18 Supp ID 800380 Gross amt £ 58.21 Inv No. Due date ASAP Text (30 chars incl spaces) CLR SAUNDERS ICT ALL Acc code TC TS CostC Cat Cat Cat Net £ 526 E2 M530 58.21 Special instructions Contact name Andy Carswell Ext No. 6319 Invoice date Supp ID Gross amt £					
TOTAL		58	21		

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 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: 16 Aug 18

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

