

54 Rec'd 10/8

MEMBERS' INFORMATION AND COMPUTER TECHNOLOGY ICT ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MALCOLM ALEXANDER

ICT ALLOWANCES FOR THE MONTH OF: July 2015

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	P	YES	NO
24/07/15	LEW FLEX2 LAPTOP/NETBOOK COMPUTER	349	95	✓	
24/07/15	Windows Home Office Software Package	59	95	✓	
TOTAL		409	90		

invoice date	24/7/15	supp ID	81801198	gross amt	£409.90
Inv No.		Due Date	21/8		
Text (30 chars incl spaces)					
cur Alexander - ICT					
Acc code	TC	TS	CostC	Cat	Net £
126	EZ		MJ30		409.90
Special instructions: RECEIPT MUST BE SCANNED					
Contact name				Ext No	6319

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

Signature of Member: [redacted] Date: 03/08/15

For Office Use Only	
Democratic Services:	Authorised for Payment: [redacted] Date: 11/8/15
Payroll:	Input by: [redacted] Batch No: [redacted] Checked by: [redacted] Date: [redacted]