

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Cllr David Burbage, MBE.....

ICT ALLOWANCES FOR THE YEARS OF 2015.....

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																																									
		£	p	YES	NO																																								
29/12/15	OKI C301dn A4 Duplex Network Colour Laser Printer	85	99	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Invoice date</td> <td>3/1/16</td> <td>gross amt</td> <td>£99.99</td> </tr> <tr> <td>Inv No.</td> <td>8000250</td> <td>Due date</td> <td>26/2</td> </tr> <tr> <td colspan="4">Text (30 chars incl spaces)</td> </tr> <tr> <td colspan="4" style="text-align: center;">CLLR BURBAGE - ICT</td> </tr> <tr> <td>Acc code</td> <td>TC</td> <td>TS</td> <td>CostC</td> </tr> <tr> <td>J86 E2</td> <td></td> <td></td> <td>MJ30</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Special instructions</td> </tr> <tr> <td colspan="4">Contact name</td> </tr> <tr> <td colspan="3"></td> <td>Ext No. 6319</td> </tr> </table>	Invoice date	3/1/16	gross amt	£99.99	Inv No.	8000250	Due date	26/2	Text (30 chars incl spaces)				CLLR BURBAGE - ICT				Acc code	TC	TS	CostC	J86 E2			MJ30					Special instructions				Contact name							Ext No. 6319				
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		TOTAL	85	99																																									

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: [REDACTED] Date: 11/01/2016

For Office Use Only	
Democratic Services:	Authorised for Payment: [REDACTED] Date: 16/2/16
Payroll:	Input by: [REDACTED] Batch No: [REDACTED] Checked by: [REDACTED] Date: [REDACTED]

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: **D. BURBAGE**

ICT ALLOWANCES FOR THE MONTH OF: **JUNE 2016**

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*															
		£	P	YES	NO														
31/3/16	1920x1080 DVI VGA HDMI Monitor	104.02		yes															
	invoice date 13/6/16 gross amt £ 104.02 Inv No. Due Date Text (30 chars incl spaces) BURBAGE - ICT ALL.																		
	<table border="1"> <thead> <tr> <th>Acc code</th> <th>TC</th> <th>TS</th> <th>CostC</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>104.02</td> </tr> </tbody> </table>	Acc code	TC	TS	CostC	Cat	Cat	Net £	526	E2		M530			104.02				
Acc code	TC	TS	CostC	Cat	Cat	Net £													
526	E2		M530			104.02													
	Special instructions																		
	Contact name																		
	Ext No. 65291																		
	TOTAL	104	02																

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: [Redacted] Date: **13/6/16**

For Office Use Only	
Democratic Services:	Date: 14/6/16
Payroll:	Batch No: Checked by: Date:

MEMBERS' INFORMATION AND COMPUTER TECHNOLOGY (IC1), ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: D J BURBAGE


ICT ALLOWANCES FOR THE MONTH OF: JUNE 2016


DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED										AMOUNT CLAIMED		RECEIPTS ATTACHED*		
	INVOICE date	Inv No.	INVT ID	amt	Due date	TC	TS	CostC	Cat	Cat	Net £	£	P	YES	NO
31/3/16	6/6/16		8000250									42	97		✓
	Text (30 chars incl spaces) <u>BURBAGE - ICT ALT</u>														
	Acc code	TC	TS	CostC	Cat	Cat	Net £								
	526	E2		M330			42.97								
	Special instructions														
	Contact name														
	Ext No.	6529													
	TOTAL											42	97		

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:  Date: 6/6/16

For Office Use Only	
Demographic Services:	Authorised for Payment: 
Payroll:	Date: <u>6/6/16</u>
Input by:	Batch No:
	Checked by:
	Date: