

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

## ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Stuart Carroll  
ICT ALLOWANCES FOR THE MONTH OF: 2016

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED															
		£	p	YES	NO														
15/05/2016	Ready portable hard drive to securely store all council files, documents and papers including sensitive and confidential files. The hard drive will be used for all relevant council business.	64	99	Yes															
15/05/2016	MS Office Software (MS Word, MS Excel, MS OneNote and MS PowerPoint) for council business and accessing electronic files and documents.	119	99	Yes															
<p>date: 27/5/16 ID: 80119703 amt: £ 184.98 Due Date</p> <p>Inv No. Text (30 chars incl spaces) CARROLL - ICT ALL</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>EL</td> <td></td> <td>4330</td> <td></td> <td></td> <td>184.98</td> </tr> </tbody> </table> <p>Special instructions</p> <p>Contact name: [REDACTED] Ext No. 6529</p> <p>Location: [REDACTED]</p>		Acc code	TC	TS	CostC	Cat	Cat	Net £	526	EL		4330			184.98				
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526	EL		4330			184.98													
<b>TOTAL</b>		184	98																

**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: 27/05/2016

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Democratic Services:	Authorised for Payment: [REDACTED] Date: 3/6/16
Payroll:	Input by: [REDACTED] Checked by: [REDACTED] Date: [REDACTED]