

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: GERARD CLARK

ICT ALLOWANCES FOR THE MONTH OF: 2015 & 2016

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	P	YES	NO
3/1/16	LAPTOP COMPUTER (LENOVO) PURCHASED FROM JOHN LEWIS	499	95	✓	
TOTAL		499	95		

Invoice date: 3/1/16 Supp ID: 81801193 Gross amt: £499.95 Due date: 19/2

Inv No. ✓

Text (30 chars incl spaces): GER CLARK - ICT

Acc code	TC	TS	CostC	Cat	Cat	Net £
J26	E2		MJ30			499.95

Special instructions: [Redacted]

Contact name: [Redacted] Ext No. 6319

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 [Redacted] to perform approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: [Redacted] Date: 29/1/16

For Office Use Only	
Democratic Services:	Authorised for Payment: [Redacted] Date: <u>10/2/16</u>
Payroll:	Input by: [Redacted] Batch No: [Redacted] Checked by: [Redacted] Date: [Redacted]