Rec'd 7/1/16.

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Cllr Collins

ICT ALLOWANCES FOR THE MONTH OF: Dec. 2015

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
29/12/15	MS SURFACE PRO + KEYBOARD ✓	500	00.	✓	
TOTAL ✓		500	00		

Invoice date 29/12/15 | Supp ID 81801544 | Gross amt £500.00

Inv No. ✓ | Due date 25/1/16

Text (30 chars incl spaces): CLLR COLLINS – ICT

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	E2		MJ30				500.00

Special instructions

Contact name [redacted] | Ext No. 6319

PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.

COMBINING 2015/16 & 2016/17 allowances

***FAILURE TO PROVIDE RECEIPTS MAY RESULT IN NON-PAYMENT OF THE CLAIM** (approved)

I declare that I have actually and necessarily incurred expenditure on ICT equipm[redacted]abling me to perform approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Membe[redacted]..... Date 7.1.16

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]	Date: 7/1/16.			
Payroll:	Input by:	Batch No:	Checked by:	Date:	