

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: D. Copp, N. S. R.
 ICT ALLOWANCES FOR THE MONTH OF: MARCH 2016

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	P	YES	NO
24/3/16	Document IPAD	386	00	✓	
	2015/16 £136.00 2016/17 £250.00				
	Approved by				
	Invoice date 24/3/16				
	Supp ID 81835803				
	Gross amt £386				
	Inv No. / Due date 7/4				
	Text (30 chars incl spaces)				
	CLAR COPPINGER - ICT				
	Acc code TC TS CostC Cat				
	J26 EZ MJ30				
	Net £ 386.00				
	Special instructions				
	Contact name				
	Ext No. 6319				
	TOTAL	386	00		

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 my approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: [Redacted] Date: 26/3/2016

For Office Use Only	Date: 30/3/16
Democratic Services: [Redacted]	Batch No: [Redacted]
Payroll: [Redacted]	Checked by: [Redacted]
Authorised for Payment: [Redacted]	Date: [Redacted]
Input by: [Redacted]	Date: [Redacted]

