

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

newly cut - 29/7/15

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: ... GILMORE

ICT ALLOWANCES FOR THE MONTH OF: JULY 2015

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
20-JULY-2015	INTE COMPUTER FOR EMAIL, RESEARCH & COUNCILLOR & COMMITTEE DUTIES	500	00	<input checked="" type="checkbox"/>	
COMBINED	SPENDING OF 2015- AND 2016 IT BUDGET HAD BEEN APPROVED BY MD VIA A REQUEST HAD TO BE [REDACTED] BY EMAIL.				
	date 20/7/15 ID 180542 amt £ 500.00 Inv No. / Due Date 13/8 Text (30 chars incl spaces) <u>ARR GILMORE - ICT</u>				
	Acc code TC TS Costc Cat Cat Cat Net £				
	526EZ M730			500	
	TOTAL	500	00		

PLEASE COMPLETE ONE LINE FOR EACH READING THE DECLARATION.

Special instructions Receipts must be scanned

*FAILURE TO PROVIDE RECEIPTS MAY

Contact name: [REDACTED]

Ext No: 6319,

I declare that I have actually and necessarily incurred expenditure on ICT equipment for the purpose of my duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: Date: 28-July-2015

For Office Use Only	
Democratic Services:	Authorised for Payment: [REDACTED]
Payroll:	Input by: [REDACTED]
Date:	<u>29/7/15</u>
Batch No:	
Checked by:	
Date:	