

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: **DAVID HILTON**

ICT ALLOWANCES FOR THE MONTH OF: **JAN 2016**

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*															
		£	P	YES	NO														
24/11/2015	MULTI PACK TONER FOR OKI MC 332 PRINTER	222	26	✓															
<p>PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.</p> <p>*FAILURE TO PROVIDE RECEIPTS MAY RESULT IN NON-PAYMENT OF THE CLAIM</p> <p>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</p>																			
<p>invoice date 24/11/15 gross amt £222.26</p> <p>Inv No. 800105 Due Date 19/2</p> <p>Text (30 chars incl spaces) CILA HILTON - ICT</p> <table border="1"> <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>J26</td> <td>EZ</td> <td></td> <td>MJ30</td> <td></td> <td></td> <td>222.26</td> </tr> </tbody> </table> <p>Special instructions</p> <p>Contact name</p> <p>Ext No. 6319</p>						Acc code	TC	TS	CostC	Cat	Cat	Net £	J26	EZ		MJ30			222.26
Acc code	TC	TS	CostC	Cat	Cat	Net £													
J26	EZ		MJ30			222.26													
TOTAL		222	26																

Signature of Member: [Redacted] Date: **29/1/2016**

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Democratic Services:	Authorised for Payment: [Redacted] Date: 09/02/16
Payroll:	Input by: [Redacted] Checked by: [Redacted] Date: