

Red 17/9

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: ... Lynne Jones.....

ICT ALLOWANCES FOR THE MONTH OF: AUGUST

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
27/08/2015	Toshiba Laptop	✓ 179	99	x	
27/08/2015	Keyboard/Mouse	✓ 49	99	x	
27/08/2015	Screen	✓ 84	99	x	
		TOTAL		314	97

invoice date	27/8/15	Supp ID	81836610	Gross amt	£250.00
Inv No.		Due Date	2/10/15		
Text (30 chars incl spaces) CLLA JONES - ICT					
Acc code	TC	TS	CostC	Cat	Net £
J26EZ			MJ30		250
Special instructions					
Contact name			Ext No. 6319		

Pay £950

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 the purposes of my role as a Member of the Council and that I have actually made the payments shown

Signature of Member: Lynne Jones Date: 15/9/15

For Office Use Only		
Democratic Services:	Authorised for Payment:	Date: <u>24/09/15</u>
Payroll:	Input by:	Batch No: _____
		Checked by: _____
		Date: _____