

Kc'd 2/17

MEMBERS' INFORMATION A.D COMPUTER TECHNOLOGY (ICT), ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: KELLY AWAY

ICT ALLOWANCES FOR THE MONTH OF: MAY + JULY

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*															
		£	p	YES	NO														
18/5/15	Black computer ink	24	99																
6/7/15	Coloured " " "	23	99																
	<p>18/5 & 6/7/15</p> <p>date 18/5/15 ID 800340 amt £48.98</p> <p>Inv No. / Due date 13/8</p> <p>Text (30 chars incl spaces)</p> <p>ckr kelloway - 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 E2</td> <td></td> <td></td> <td>MJ30</td> <td></td> <td></td> <td>48.98</td> </tr> </tbody> </table>	Acc code	TC	TS	CostC	Cat	Cat	Net £	J26 E2			MJ30			48.98				
Acc code	TC	TS	CostC	Cat	Cat	Net £													
J26 E2			MJ30			48.98													
	<p>Special instructions: Receipts must be scanned</p> <p>Contact name: [Redacted] Ext No. 6319</p> <p>Invoice: [Redacted] Supp</p>																		
	TOTAL	48	98																

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

Signature of Member...

Date: 28/7/15

For Office Use Only

Democratic Services:	Authorised for Payment:	Date: 29/7/15
Payroll:	Input by:	Batch No:
		Checked by:
		Date: