

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: James Luxton

ICT ALLOWANCES FOR THE MONTH OF: Jan 16

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED										AMOUNT CLAIMED		RECEIPTS ATTACHED*		
	Invoice date	Inv No.	Supp ID	Gross amt	Due Date	TC	TS	CostC	Cat	Cat	Net £	£	p	YES	NO
14/1/2016	14/1/16	800350	800350	£500.00	22/2/16						500	p	Yes		
Combined claim for 2015/16 & 2016/17 Text (30 chars incl spaces): <u>CLLR LUXTON - ICT</u> Acc code: <u>J26</u> CostC: <u>MJ30</u> Net £: <u>500.00</u> Special instructions: <u>[Redacted]</u> Contact name: <u>[Redacted]</u> Ext No: <u>6319</u>															
TOTAL											500.00				

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 the purposes of enabling me to perform approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: [Signature] Date: 15/2/16

For Office Use Only	
Democratic Services: <u>[Redacted]</u>	Authorised for Payment: <u>[Redacted]</u>
Payroll: <u>[Redacted]</u>	Input by: <u>[Redacted]</u>
Date: <u>15/2/16</u>	Checked by: <u>[Redacted]</u>
Batch No: <u>[Redacted]</u>	Date: <u>[Redacted]</u>