



Rec'd 12/8/15

MEMBERS' INFORMATION AND COMPUTER TECHNOLOGY (ICT) - LOWANCE CLAIM FORM

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIM BY COUNCILLOR: Jack Rankin

ICT ALLOWANCES FOR THE MONTH OF: July

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
21st July 15	Black + Colour Ink Cartridges. (Receipt attached)	29	40		✓
<b>TOTAL</b>		<b>29</b>	<b>40</b>		

date 21/7/15 ID 810801549 amt £ 29.40  
 Inv No.                      Due date 24/8  
 Text (30 chars incl spaces)  
CLR RANKIN - ICT

Acc code	TC	TS	CostC	Cat	Cat	Net £
<u>526 E2</u>			<u>MJ30</u>			<u>29.40</u>

Special instructions Receipt must be scanned  
 Contact name [Redacted] Ext No. 6319

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 and that I have actually made the payments shown

Signature of Member: [Redacted]  
 Date: 9th August 2015

For Office Use Only

Democratic Services:	Authorised for Payment:	Date: <u>12/8/15</u>
Payroll:	Input by:	Checked by: