

Approved by M.P. to combine 245 (1415 email from K.S.)

Redd 22/5

MEMBERS' INFORMATION AN COMPUTER TECHNOLOGY (ICT), LLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: WESLEY RICHARDS

ICT ALLOWANCES FOR THE MONTH OF

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED										AMOUNT CLAIMED		RECEIPTS ATTACHED*			
	DATE	Inv No.	Inv date	Net £	TC	TS	CostC	Cat	Cat	Cat	Net £	£	P	YES	NO	
14.5.2015			11/6/15	1801194							500	500	P	✓		
	Text (30 chars incl spaces) CLLR WESLEY RICHARDS - ICT															
	Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £								
	J26	E2		MJ30				500								
	Special instructions	Receipt must be scanned														
	Contact name	[Redacted]														
	Invoice	[Redacted]														
	Ext No.	6319														
	Supp	[Redacted]														
	Gross	[Redacted]														
	TOTAL											500				

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: [Redacted] Date: 20.5.2015

For Office Use Only	
Democratic Services:	Authorised for Payment: [Redacted] Date: 11/6/15
Payroll:	Input by: [Redacted] Batch No: [Redacted] Checked by: [Redacted] Date: [Redacted]