

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: M J SAUNDERS

ICT ALLOWANCES FOR THE MONTH OF: YEAR 15/16

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*	
		£	p	YES	NO
APRIL 14	Balance of iPad cost brought forward from 14/15 - see attached	212	91	✓	
FEB 15	Printer consumables purchased as attached	89	49	✓	
	Reduction to restrict claim to permitted allowance	(52)	40		
	Invoice date <u>JUNE '15</u> Supp ID <u>800380</u> Gross amt <u>£250.00</u>				
	Inv No. <u> </u> Due Date <u>16/6</u>				
	Text (30 chars incl spaces) <u>CLAR SAUNDERS - ICT</u>				
	Acc code <u>J26EZ</u> TS <u> </u> CostC <u>MJ30</u> Cat <u> </u> Net £ <u>250.00</u>				
	Special instructions <u>RECEIPTS MUST BE SCANNED</u>				
	Contact name <u> </u> Ext No. <u>6319</u>				
	TOTAL	250	-		

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 that I have actually made the payments shown

of enabling me to perform approved duties as a Member of the Council and
 Signature of Member: [Redacted] Date: 1 June 15

For Office Use Only	
Democratic Services:	Authorised for Payment: <u>[Redacted]</u> Date: <u>04/06/15</u>
Payroll:	Input by: <u>[Redacted]</u> Batch No: <u> </u> Checked by: <u> </u> Date: <u> </u>