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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: HARI SHARMA

ICT ALLOWANCES FOR THE MONTH OF: 2015/2016

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
19/8/15	CAN PCWB PAPER DEAL ✓	12	00		
	HPK HP 301 2-PACK ✓	8	95		
	CAN BLACK LABEL A4 ✓	4	00		
	TOTAL ✓	100	95		

Invoice date 19/8/15 | Supp ID 8183719 | Gross amt £100.95
Inv No. ✓ | Due Date 14/9
Text (30 chars incl spaces): CLLR SHARMA – ICT

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	E2		HJ30				100.95

Special instructions
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 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: 28.8.2015

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date: 28/8/15		
Payroll:	Input by:		Batch No:	Checked by:	Date: