

Rec'd 3/12.

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD  
**APPROVED**

CLAIM BY COUNCILLOR: Shekim

ICT ALLOWANCES FOR THE MONTH OF: October

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED		RECEIPTS ATTACHED*																																				
		£	p	YES	NO																																			
4/10/15	Microsoft Surface Pro 3 <i>combining 2015/16 &amp; 2016/17 allowances.</i>	500	00	✓																																				
<table border="1"> <tr> <td>invoice date</td> <td>4/10/15</td> <td>gross amt</td> <td>£ 500</td> </tr> <tr> <td>Inv No.</td> <td>81801194</td> <td>Due date</td> <td>14/11</td> </tr> <tr> <td colspan="4">Text (30 chars incl spaces)</td> </tr> <tr> <td>TC</td> <td>TS</td> <td>CostC</td> <td>Cat</td> </tr> <tr> <td>J26</td> <td></td> <td>MJ30</td> <td></td> </tr> <tr> <td>Acc code</td> <td>TC</td> <td>CostC</td> <td>Cat</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Net £</td> </tr> <tr> <td></td> <td></td> <td></td> <td>500.00</td> </tr> </table>		invoice date	4/10/15	gross amt	£ 500	Inv No.	81801194	Due date	14/11	Text (30 chars incl spaces)				TC	TS	CostC	Cat	J26		MJ30		Acc code	TC	CostC	Cat								Net £				500.00			
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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: 1/12/15

For Office Use Only	
Demographic Services:	Authorised for Payment: [Redacted]
Payroll:	Input by: [Redacted]
	Date: 16/12/15
	Checked by: [Redacted]
	Date: