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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Simon Werner

ICT ALLOWANCES FOR THE MONTH OF: Feb 2016

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
16/2/2016	Genuine 3 colour HP 312A Toner – Cartridge Multipack (CF440AM)	~~244~~ 119 ✓	~~92~~ 00	YES	✓
TOTAL		~~244~~ 119 ✓	~~92~~ 00		

Invoice date 16/2/16 | Supp ID 8000180 | Gross amt £119.00

Inv No. — | Due date 7/3

Text (30 chars incl spaces): CLLR WERNER – ICT

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	EZ		MJ30				119.00

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:…Simon Werner Date: 18/02/2016

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date: 24/02/16		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: