

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: LYONG

ICT ALLOWANCES FOR THE MONTH OF:

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED	RECEIPTS ATTACHED	
			YES	NO
03.03.2016	ipad	£ 479 -		
combined claim 2015/16 & 2016/17 approved by Alison Alexander (HD)				
TOTAL		£ 479 00		

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 for the purposes of enabling me to perform approved duties as a Councillor and that I have actually made the payments shown

Date: 14th March Signature of Member: [Redacted]

For Office Use Only							
Democratic Services:	Authorised for Payment:	Date:					
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:		

[Redacted] 30/3/16

Invoice date	3/3/16	Supp ID	800233	Gross amt	£ 479.00	
Inv No.				Due Date	7/4	
Text (30 chars incl spaces) CUR LYONG - ICT						
Acc code	TC	TS	CostC	Cat	Cat	Net £
J26	E2		MJ30			479.00
Special instructions						
Contact name	[Redacted]			Ext No.	6319	