



Direct payment of suppliers

29 MAR 2006

When to use this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for, see Green Book section 5.13.1.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ADAM AFRAYE MP

Constituency

WINDSOR



Claim details

Please ensure

- your claim totals more than £100 - this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

28 / 03 / 06

Allowance year

2005 / 2006

Incidental Expenses Provision claims

Table with columns: Suppliers, Amount. Row 1: WINDSOR CONSERVATIVE ASSOCIATION £16576:00 p. Total: £16576:00 p

Claim details *continued*

Staffing Allowance claims			Office use only		
Suppliers	Amount		Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6	£	p			
Item 7	£	p			
Item 8	£	p			
Item 9	£	p			
Total		£			p

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature



MP

Date

28 / 03 / 06

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

Validation

Initials Date

Claims received

/ /

Signature check

/ /

Funds check

/ /

Allowable expenditure

/ /



Validation

Initials Date

Member ID added to form

/ /

Payment codes added to form

/ /

Receipts/ documentation present

/ /

Processing Input

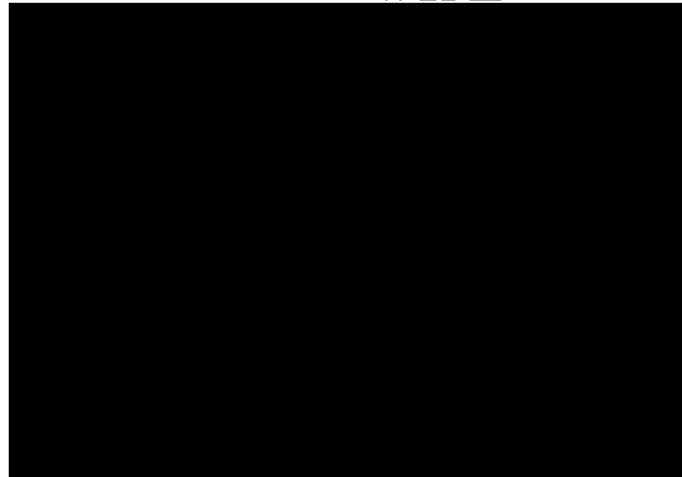
/ /

Please use margin for comments

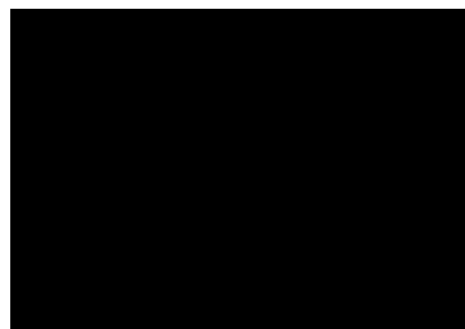
Windsor Conservatives



To: Adam Afriyie MP



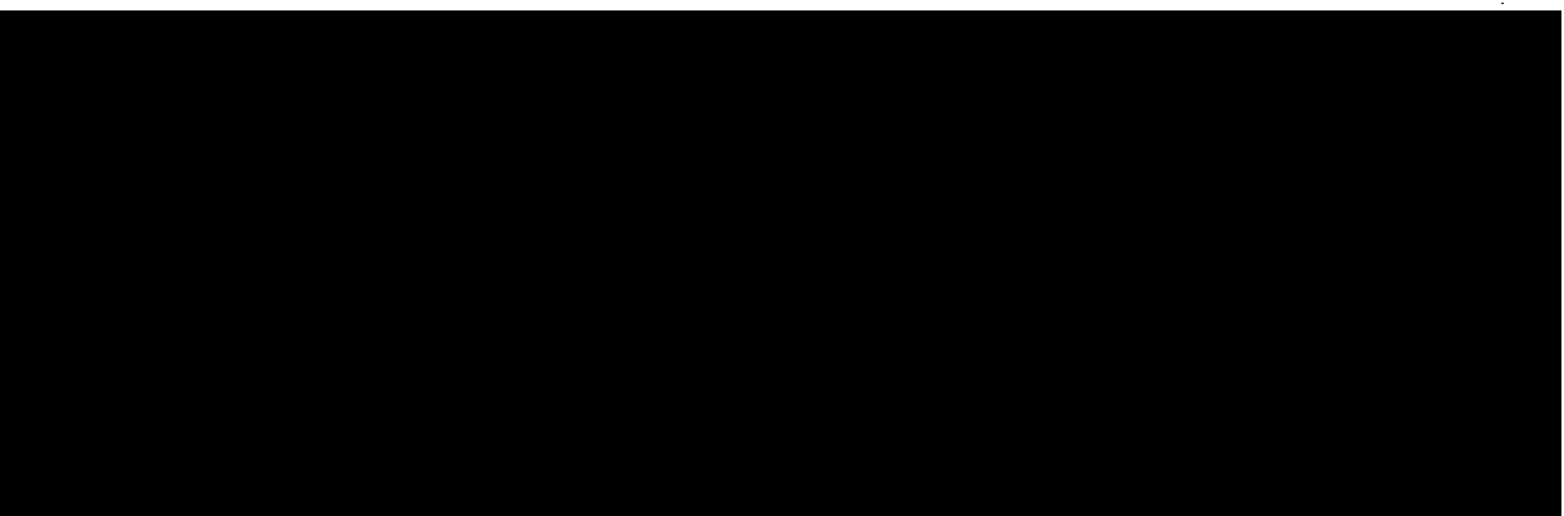
6th February 2006



I N V O I C E

Services rendered by the office to the Member in accordance with

Contract for the period 1/6/2005 – 31/3/2006 £16,576.00





Direct payment of suppliers

5007 JES E 1

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ADAM AFRAYE MD

Constituency

WINDSOR

Claim details

Please ensure

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you attach all supplier invoices.

You must specify

the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

07/09/05

Allowance year

2004/2005

Incidental Expenses Provision claims

Table with 2 columns: Suppliers, Amount. Row 1: BANNER, £ 6:48 p. Rows 2-5 are empty.

Total £ 6:48 p

Claim details continued

Staffing Allowance claims		Office use only		
Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6	£ : p			
Item 7	£ : p			
Item 8	£ : p			
Item 9	£ : p			
Total		£ : p		

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, of my Parliamentary duties.

Signature



MP

Date

07/09/05

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Claims received		/ /	Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

Please use margin for comments

Invoice

* INVOICE NO. *

Invoice To :

Adam Afriyie MP

Charge To :

Adam Afriyie MP

020

office2office

Banner Business Supplies Ltd

PAYMENT SLIP

Please see reverse
for terms of business
and how to pay

Acc. No. :

Inv. No. :

Inv. Date: 12/08/2005

Amt. Due : 6.48

Page 1 Of 1 Date 12/08/2005

Acc.No. Order Date 11/08/2005

Order

C.A.R.

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total excl VAT	VAT Rate	Line VAT
1		0060010	ECONOMY LW SQ CUT FOLDER A4 BUFF	2	PCK100	1.8400	11/08/05	3.68	17.50	0.64
2		9371000	BANNER CORRECTION FLUID 20ml WHITE	1	EACH	0.1400	11/08/05	0.14	17.50	0.02
3		9240010	BANNER ROLLERBALL PEN 0.6mm BLUE	1	BOX10	1.1400	11/08/05	1.14	17.50	0.20
4		8300011	HIMARK HIGHLIGHTER ASSORTED	1	WALET4	0.5600	11/08/05	0.56	17.50	0.10

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	5.52	0.96

Sales Order Total (VAT excl) 5.52

INVOICE GOODS	5.52
INVOICE V.A.T.	0.96
INVOICE TOTAL	6.48

Settlement : None
Discount Terms :

Banner
world's best office products

Please return the slip

from final page
of invoice with
your payment
by

09/09/2005



Staffing Allowance/Incidental Expenses Provision

Authority for the payment of one-off salary and/or expenses to staff

01 SEP 2005 SA3 CS

When to use this form

- Use this form to request a one-off payment of salary to a temporary or casual employee.
- Use this form to reimburse out-of-pocket expenses to an employee or a volunteer.

About filling in this form

- Please note that payments can be made through the payroll only if we hold a valid National Insurance number for the employee.
- If you have any questions about this form, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

ADAM AFRYIE

Constituency

WINDSOR

Details of staff member

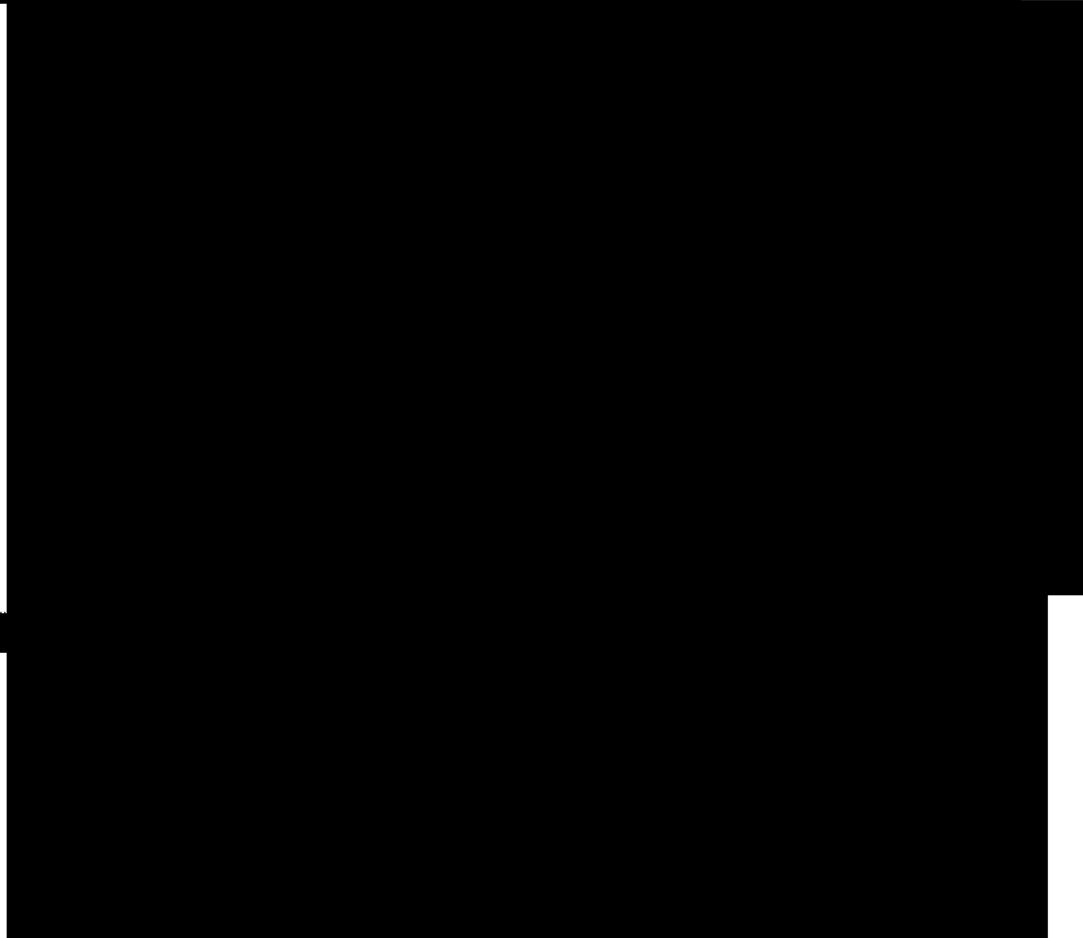
First name

Surname
in CAPITAL LETTERS

Employee status

Date of birth

National Insurance
number



Payment details

Payslip address

Bank details

Claim details

- Please claim actual amounts incurred, not round sums
- Please attach receipts or invoices

	Amount	Taxable	Allow & exp type	Initials
One-off salary	£ : p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Season ticket loan	£ : p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Travel – home to work	£ : p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Rail travel	£ : p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Car travel	£ : p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Air travel	£ : p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Taxi	£ : p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Meals and subsistence	£ : p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Healthcare	£ : p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Childcare	£ : p	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Home as office/telephone	£ : p	<input checked="" type="checkbox"/> No		
Office requisites	£ 34 : 34 p	<input checked="" type="checkbox"/> No		
Total	£ 34 : 34 p			

Authorisation and declaration

I certify that the above expenses were exclusively and necessarily incurred by me in the performance of my parliamentary duties.

Signature: _____ MP

Date: 26/8/05

Data protection

On behalf of the Data Controller, the employing Member of Parliament, the House of Commons Administration will process the information you provide on this form for the purpose of staff administration, administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the employing member, the House of Commons and the Inland Revenue. The information may also be disclosed to the National Audit Office for audit purposes.

The information will be processed in accordance with the provisions of the Data Protection Act 1998. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, including the right to see and receive a copy of any personal data that the House of Commons Administration holds about you on behalf of your employer, please contact your employer.

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

Validation	Initials	Date	Validation	Initials	Date
Claims received		/ /	Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing input		/ /

Please use margin for comments

RYMAN THE STATIONER



SALE

STAPLES NO.16 0705012361	£4.09
STAPLES NO.16 0705012361	£4.09
TRODAT PRINTY 4750 RECEIV 0715055160	£21.79
PIZZAZZ PENCIL CUP BLACK 0901076032	£1.99
PAPER FASTNERS 20mm PK50 0743025065	£1.19
P.BINDERS & WASHERS 25mm 0743035065	£1.19
(TOTAL (6 Items)	£34.34



Direct payment of suppliers

13 JUL 2005

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If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ADAM APRILIE MP

Constituency

WINDSOR

Claim details

Please ensure

- your claim totals more than £100 - this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

09 / 07 / 05

Allowance year

04 / 05 05 / 06

Incidental Expenses Provision claims

Table with 2 columns: Suppliers, Amount. Row 1: Banner Business Supply Ltd, £ 20 : 44 p. Rows 2-5 are empty.

Total £ 20 : 44 p

Claim details continued

Staffing Allowance claims		Office use only			
	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6	_____	£ _____ : _____ p	_____	_____	_____
Item 7	_____	£ _____ : _____ p	_____	_____	_____
Item 8	_____	£ _____ : _____ p	_____	_____	_____
Item 9	_____	£ _____ : _____ p	_____	_____	_____
Total		£ _____ : _____ p			

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature



MP

Date

12 / 07 / 2005

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Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

Validation	Initials	Date	Validation	Initials	Date
Claims received	_____	____/____/____	Member ID added to form	_____	____/____/____
Signature check	_____	____/____/____	Payment codes added to form	_____	____/____/____
Funds check	_____	____/____/____	Receipts/ documentation present	_____	____/____/____
Allowable expenditure	_____	____/____/____	Processing Input	_____	____/____/____

Please use margin for comments

Invoice

 * INVOICE NO. [REDACTED]
 * *****



office2office

PAYMENT SLIP
 Please see reverse
 for terms of business
 and how to pay

Invoice To : Adam Afrivie MP
 Charge To : Adam Afrivie MP

Banner Business Supplies Ltd

[REDACTED]

Page 1 of 1 Date 28/06/2005
 Acc.No. [REDACTED] Order Date 27/06/2005
 Order [REDACTED]
 C.A.R. [REDACTED]

Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 28/06/2005
 Amt. Due : 20.44

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total excl VAT	VAT Rate	Line VAT
1		9310026	BANNER DESKTOP TAPE DISPENSER	1	DISP	1.0200	27/06/05	1.02	17.50	0.18
2		9095004	BANNER SELF STICK NOTE 75x75mm YE	1	PACK12	1.2900	27/06/05	1.29	17.50	0.23
3		9100017	BANNER A5 SPIRAL S/HAND N/BOOK 200P	2	BOOK	0.3100	27/06/05	0.62	17.50	0.11
4		9330007	BANNER ABS 2H PERFORATOR 22SHT BK	1	PUNCH	0.8600	27/06/05	0.86	17.50	0.15
5		9373001	BANNER BRASS PLATED DRAWING PIN 11	1	BOX100	0.1900	27/06/05	0.19	17.50	0.03
6		9150014	BANNER A4 VALUE COPIER 80gsm WHITE	1	BX2500	8.1000	27/06/05	8.10	17.50	1.42
7		9373037	BANNER LIQUID INK PEN 0.3mm BLACK	1	BOX10	3.8000	27/06/05	3.80	17.50	0.67
8		9240028	BANNER RUBBER GRIP GEL INK PEN BLUE	1	BOX10	1.5100	27/06/05	1.51	17.50	0.26

Please return the slip
 from final page of invoice with your payment by

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	17.39	3.05

Sales Order Total (VAT excl) 17.39

INVOICE GOODS	17.39
INVOICE V.A.T.	3.05
INVOICE TOTAL	20.44

Settlement : None
 Discount Terms :



26/07/2005



Direct payment of suppliers

16 JUN 2005

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Your details

Name in CAPITAL LETTERS

ADAM AFRMIE

Constituency

WINDSOR



Claim details

Please ensure

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- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

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- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

15 / 06 / 05

Allowance year

~~2004/2005~~ 05/06

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	PARLIAMENTARY UNIT ^{RECURRING}	£ 47 : 00 p
Item 2	CELLFIRE PLC	£ 276 : 13 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
	Total	£323 : 13 p

Claim details *continued*

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature _____ MP

Date 15 / 06 / 05

Data protection

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Signature check		/ /	
Funds check		/ /	
Allowable expenditure		/ /	
Validation	Initials	Date	
Member ID added to form		/ /	
Payment codes added to form		/ /	
Receipts/ documentation present		/ /	
Processing Input		/ /	

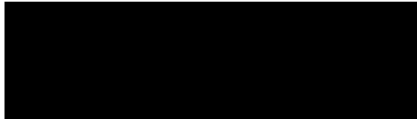
Please use margin for comments



INVOICE



ADAM AFRIYIE MP



Invoice Number	
Account No	
Date	25/05/2005
VAT Reg No.	

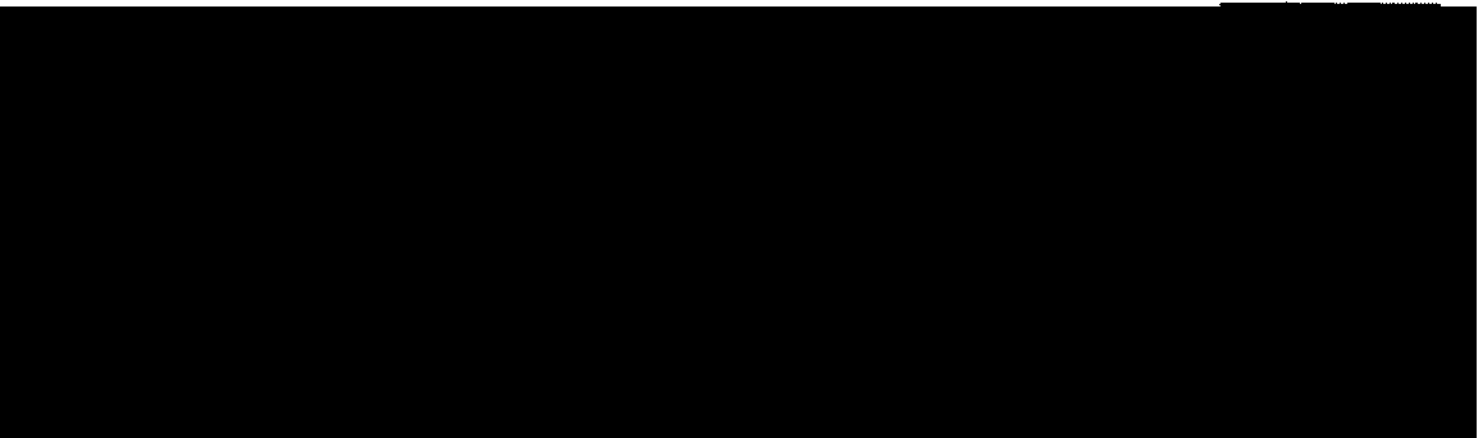
Customer Reference

Order Number

Description	Qty	Unit Duration	Amount
PRU MPs/Peers/Officers Print Print from Swearing In 	2	Print	10.00
PRU MPs/Peers/Officers Print Print from Maiden Speech 	4	Print	20.00
PRU MPS/ Peers/ Officers video Recording of Maiden Speech 	1	Half hour	10.00

VAT @ 17.50%


Total excl. VAT	<u>40.00</u>
Total VAT	<u>7.00</u>
Total Amount in £	47.00






Adam Afrivie



Date : 1 June 2005
Account No : 

Date	Type	Ref	Debits(£)	Credits(£)	Outstanding(£)
13 May 05			276.13		276.13



CR - credit

Amount Due £ 276.13

28 days & Under	Over 28 days	Over 56 days	Over 84 days
276.13	0.00	0.00	0.00

