

**FORM FO23**

**CORRECTION TO GENERAL LEDGER**

Finance and Administration: [Redacted]  
 Prepared by: (print and sign) [Redacted]  
 Authorised by: (print and sign) [Redacted]  
 Date: 31/7/07

Reason for Amendment:  
 RFT REQUIRED → cm to CA. PAYMENT  
 TO PICT FOR EXCHANGE LINE.

Transfer Description	Account Code								Debit £	Credit £
		Cost Centre	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7		
[Redacted]	[Redacted]									
MP EXCHANGE LINE - SHAPS	[Redacted]									193.17
" " " "	[Redacted]								193.17	

Total	193.17	193.17
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All backing documentation must be attached to this form and filed in the Correction Journal file.

Transaction Reference: .....

Date received: .....

Input by: (Signature) .....

Date Input onto Computer: .....

Checked by: (Signature) .....



Communications Allowance  
Member's reimbursement form

VALIDATION Comms1  
31 JUL 2007  
page 1 of 2

When to use this form

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

For details of costs you can claim for please refer to booklet on Communications Allowance.  
 If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

GEMMA SHARPS

Constituency

WELWYN HATFIELD



Claim details

You can only claim for

costs you have actually paid.

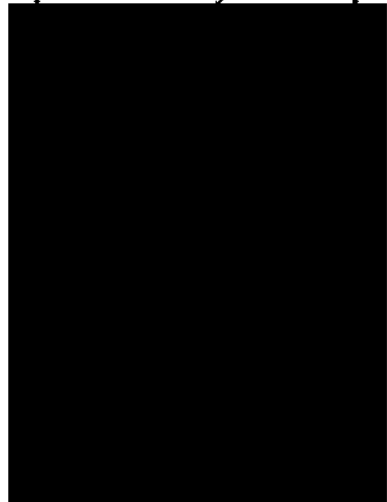
Please ensure

you attach all receipts or invoices for items of £250 and above.

Period of claim

from 01/06/07 to 30/06/07 Allowance year 07/08

Office use only



Description of service or goods	Amount
WEBCAM FOR CONSTITUENCY WORK	£ 918.95 p
WEBSITE HOSTING	£ 50.00 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Total

£ 968.95 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature



MP

Date

28/7/07

**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 HM Revenue & Customs. 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.

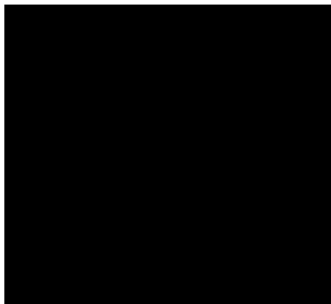


For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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**

Initials / Date

Input subtotals per Cat 5

Validation completed

BM	
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£ 50.00
---------

£ 918.95
----------

Comments

JOHN LEWIS WELWYN



Sony Camcorder		
829.31544	1	899.00
This item is covered by manufacturers guarantee 2 years parts and labour		

Camcorder Case		
708.12102	1	19.95

TOTAL		918.95
-------	--	--------

Please keep this for your records

YOUR ACCOUNT WILL BE DEBITED AS SHOWN  
CARDHOLDER PIN VERIFIED





**Communications Allowance**  
**Direct payment of suppliers**

**VALIDATION**  
31 JUL 2007  
**Comms2**  
page 1 of 2  
**RECEIVED**

**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 please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

**Your details**

**Name**  
in CAPITAL LETTERS

GRANT SHAPPS

**Constituency**

WELWYN HATFIELD

Office use only      Costc

**Claim details**

*You can only request*  
*Please ensure*

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

**Period of claim**

from 01/04/07 to 30/06/07 Allowance year 07/08

**Suppliers**

**Amount**

Suppliers	Amount
<u>ANSON &amp; HOWE LTD</u>	<u>£ 1800.00 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only  
Allow. / Supp ID / Exp.Type

**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**

[Redacted Signature]

MP

Date

27/7/07

**Data protection**

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**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

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**Office use only**

Initials / Date

Validation completed

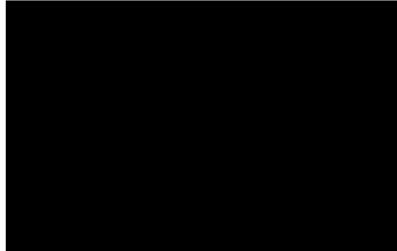
Comments

**INVOICE**

Invoice number



**Anson and Howe Ltd**



Grant Shapps MP



Invoice date: 14.06.2007

MP's FEEDBACK Newsletter distribution to  
44,000 Welwyn Hatfield homes x 2

£1,800.00 GBP





Communications Allowance  
Member's reimbursement form

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Your details

Name in CAPITAL LETTERS

GRANT SHAPPS

Constituency

WELWYN HATFIELD

Office use only

Costs

Claim details

You can only claim for  costs you have actually paid.

Please ensure  you attach all receipts or invoices for items of £250 and above.

Period of claim from 01/10/07 to 30/10/07 Allowance year 07/08

Office use only

Allow. / Exp. Type (cat5)

Description of service or goods	Amount
DAVID MANSELL Photography	£ 58 : 75 p
ANDY WRIGHT Photography	£ 50 : 00 p
Head & shoulder shots for communication.	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 108 : 75 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

5/1/08

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

**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

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£
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£
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**Comments**

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Communications Allowance  
Direct payment of suppliers

05 DEC 2007

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Your details

Name in CAPITAL LETTERS

BRANT SHAPPS

Constituency

WELWYN HATFIELD

Office use only Costc

Claim details

You can only request Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 01/10/07 to 30/10/07

Allowance year

07/08

Suppliers

Amount

Office use only

Allow. / Supp ID / Exp.Type

BANNER

£ 106.88 p

BANNER

£ 106.88 p

PRINTHOUSE A6 POSTCARDS

£ 426.53 p

£ : p

£ : p

£ : p

£ : p

£ : 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

30/11/07

**Data protection**

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**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

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**Office use only**

Initials / Date

Validation completed

**Comments**

Invoice number: [REDACTED]

Tax point date 19/10/07

Customer order number

INVOICE ADDRESS

accounts department  
GRANT SHAPPS MP

[REDACTED]

DELIVERY ADDRESS

Grant Shapps  
GRANT SHAPPS

[REDACTED]

JOB NO	DETAILS	QUANTITY	NET	VAT
[REDACTED]	A6 Postcards	5000	363.00	63.53

[REDACTED]

[REDACTED]

SALES VALUE £ 363.00  
VAT £ 63.53  
TOTAL £ 426.53

[REDACTED]

[REDACTED]

[REDACTED]

# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED]  
 \* \*\*\*\*\*  
 Invoice To : [REDACTED]

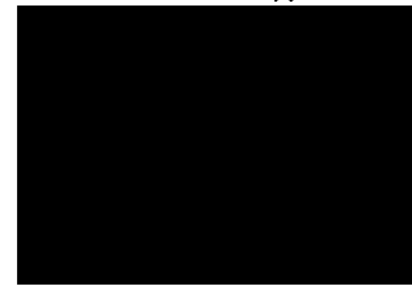
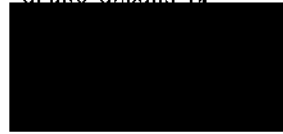


Banner Business Supplies Ltd

Grant Shapps MP

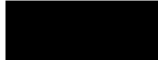
Charge To :

Grant Shapps MP



Delivered To :

Grant Shapps MP



Page 1 of 1 Date 30/10/2007

Acc.No [REDACTED] Order Date 15/10/2007

Order ORDER NO [REDACTED]

C.A.R.

Sales Order No [REDACTED]

## PAYMENT SLIP

Please see reverse  
 for terms of business  
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 30/10/2007

Amt. Due : 106.88

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.D.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		PRMISCELLANEOUS	HC84 OVERPRINTED WITH TIMM COLLINS PRINTED IN GREEN 8 X BX250 ARTWORK SUPPLIED	8	EACH	11.3700	25/10/07 25/10/07 25/10/07 25/10/07 25/10/07	90.96	17.5	15.92



### V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	90.96	15.92

Sales Order Total (VAT excl) 90.96

VAT Registration : [REDACTED]

INVOICE GOODS	90.96
INVOICE V.A.T.	15.92
<b>INVOICE TOTAL</b>	<b>106.88</b>

Settlement : None  
 Discount Terms :

EEE Producer Registration No [REDACTED]

**Please  
 return  
 the slip**

from final page  
 of invoice with  
 your payment  
 by

27/11/2007

# Invoice

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



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

Invoice To : [REDACTED]  
 Grant Shapps MP

Charge To :  
 Grant Shapps MP

Banner Business Supplies Ltd

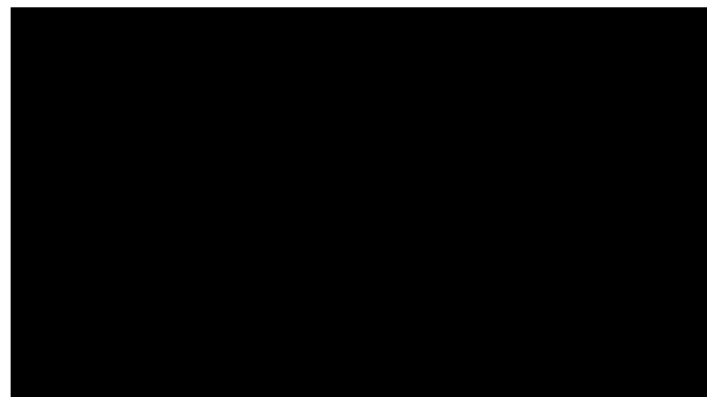
Page 1 Of 1 Date 30/10/2007  
 Acc.No [REDACTED] Order Date 15/10/2007  
 Order ORDER NO - [REDACTED]  
 C.A.R.

Delivered To : [REDACTED]  
 Grant Shapps M

Sales Order No [REDACTED]

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 30/10/2007  
 Amt. Due : 106.88

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		PRMISCELLANEOUS	HC84 OVERPRINTED WITH SOPHIE JONES PRINTED IN GREEN 8 X BX100 ARTWORK SUPPLIED	8	EACH	11.3700	25/10/07 25/10/07 25/10/07 25/10/07 25/10/07	90.96	17.5	15.92



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	90.96	15.92

Sales Order Total (VAT excl) 90.96

VAT Registration : [REDACTED]

INVOICE GOODS	90.96
INVOICE V.A.T.	15.92
<b>INVOICE TOTAL</b>	<b>106.88</b>

Settlement : None  
 Discount Terms :

EEE Producer Registration No: [REDACTED]

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



**Communications Allowance**  
**Direct payment of suppliers**

**Comms2**

page 1 of 2

VALIDATION  
08 JAN 2008  
RECEIVED

**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**

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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

EMANT SHARPS

**Constituency**

WELWYN HATFIELD

Office use only Cost

**Claim details**

*You can only request*  
*Please ensure*

payment to suppliers for goods and services directly relating to Communications Allowance.  
 you attach all supplier invoices.

**Period of claim**

from 01, 12, 07 to 31, 12, 07

**Allowance year**

07, 08

**Suppliers**

**Amount**

Suppliers	Amount
<u>PRINTHOUSE CORP.</u>	<u>£ 705.00 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only  
Allow. / Supp ID / Exp.Type  
(Set 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**

[Redacted Signature]

**MP**

**Date**

5/1/08

**Data protection**

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**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

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**Office use only**

Initials / Date

Validation completed

**Comments**

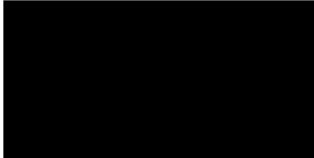
Invoice number [REDACTED]

Tax point date 10/12/07

Customer order number

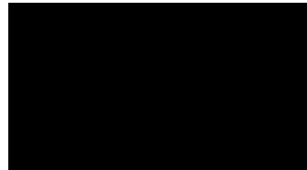
INVOICE ADDRESS

accounts department  
GRANT SHAPPS MP

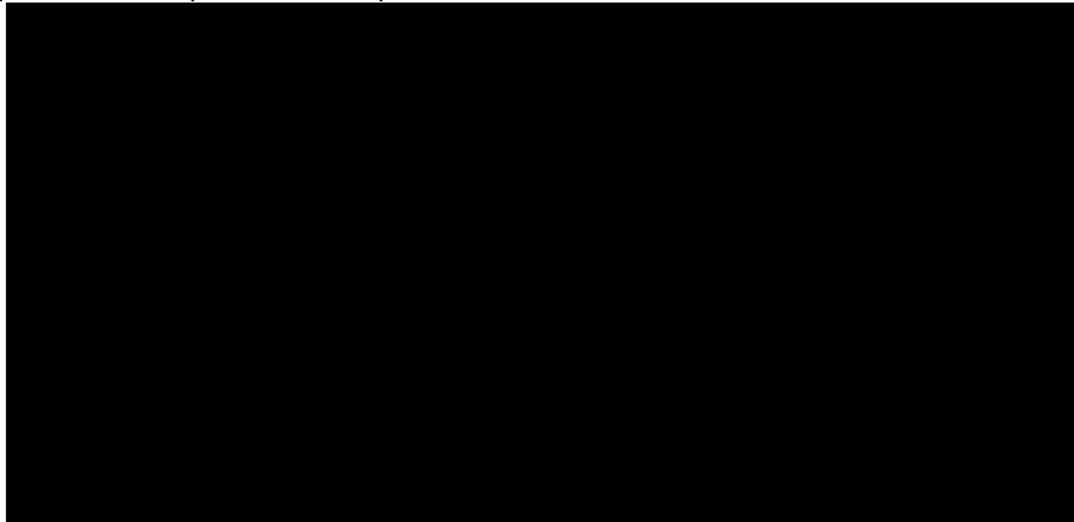


DELIVERY ADDRESS

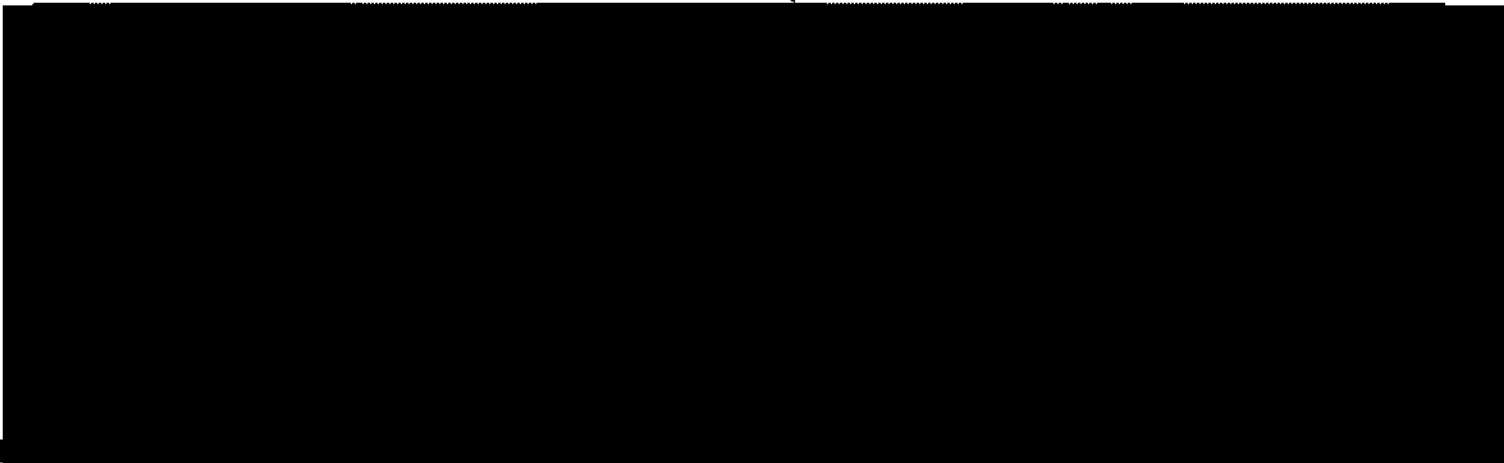
accounts department  
GRANT SHAPPS MP



JOB NO	DETAILS	QUANTITY	NET	VAT
35980	A4 MP Surgery Information Poster Full process colour. (1000 laminated)	5000	600.00	105.00



SALES VALUE £ 600.00  
VAT £ 105.00  
TOTAL £ 705.00





Member's reimbursement form

When to use this form

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

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Your details

Name in CAPITAL LETTERS

BRANT SHARPS

Constituency

WELMUN HATFIELD

Office use only

Costs

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim

from 01/11/07 to 31/12/07

Allowance year

07/08

Description of service or goods

Amount

Description of service or goods	Amount
PHOTOS FOR NEWSLETTER	£ 220 : 00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 220 : 00 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature

[Redacted Signature]

MP

Date

10/3/08

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

**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

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£ 220.00
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£
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Comments

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Communications Allowance  
Member's reimbursement form

VALIDATION: Comms1

page 1 of 2

21 MAY 2008

RECEIVED

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Your details

Name in CAPITAL LETTERS

ROBERT SHARPS

Constituency

WELWYN HATFIELD

Office use only

Costs

Claim details

You can only claim for  costs you have actually paid.

Please ensure  you attach all receipts or invoices for items of £250 and above.

Period of claim

from 01/03/08 to 31/03/08

Allowance year

07/08

Description of service or goods

Amount

DIGITAL IMAGE DTP SOFTWARE £ 26.00 p

OLYMPUS DIGITAL CAMERA £ 189.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 215.00 p

Office use only

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature

[Redacted Signature]

MP

Date

17/5/08

Version

[Redacted Version]

**Data protection**

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

**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

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£
£

**Comments**

# INVOICE

## Thank You For Your Order

Your PayPal account has been charged 26.00 GBP for this order.

[Print](#)

Your PayPal account will show a transaction [REDACTED]

order #	[REDACTED]		
placed	11/3/2007 8:04:21 AM		
item	qty.	price	total
STOIK RedEye Autofix (RedEye_0) (Windows)	1	14.75 GBP	14.75 GBP
[REDACTED]			
You have purchased the activation Key for STOIK RedEye Autofix			
[REDACTED]			
	1	7.38 GBP	7.38 GBP
Registration Information:			
Serial Number Name: Grant Shapps			
Prompted Value: [REDACTED]			
Serial Number: [REDACTED]			
STOIK Noise Autofix			
subtotal			22.13 GBP
VAT @ 17.5%			3.87 GBP
grand total			26.00 GBP

### bill to address

Grant Shapps

[REDACTED]

[REDACTED]

JOHN LEWIS WELWYN



Olympus Camera  
829.20479 1 189.00  
This item is covered by  
manufacturers guarantee  
2 years parts and labour

TOTAL 189.00

Please keep this for your records

YOUR ACCOUNT WILL BE DEBITED AS SHOWN  
CARDHOLDER PIN VERIFIED

