



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

1 JAN 2008

**Comms2**

page 1 of 2

**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

IVAN LEWIS MP

Constituency

BURY SOUTH

Office use only	Costs	
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**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 10 / 1 / 08 to 10 / 1 / 08 Allowance year 2007 / 8

Suppliers

Amount

Suppliers	Amount
<u>Streatledge Printers.</u>	<u>£ 1060.00 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only		
Allow.	Supp ID	Exp.Type
		(Cat 5)
[Redacted]		

**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

10.1.08

**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**

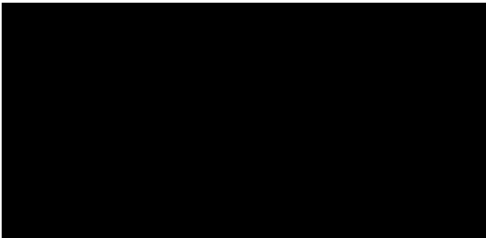
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

**Office use only**

Initials / Date

Validation completed

**Comments**



Delivery Note / Invoice


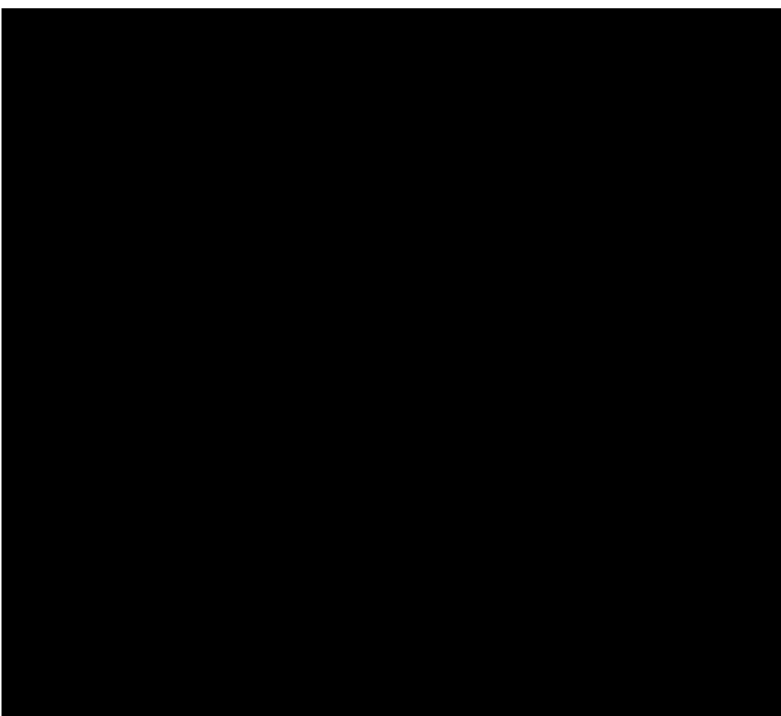
Customer name IVAN LEWIS MP.  Address \_\_\_\_\_

Tel No. \_\_\_\_\_

Contact name \_\_\_\_\_

Date of delivery / collection 8/1/08 \_\_\_\_\_

Please accept our delivery note and invoice as follows

Quantity	Description	Price £
	<p data-bbox="263 739 1005 795">AIR LEAFLET - 4 COLOUR</p> 	1060 -

Received by \_\_\_\_\_

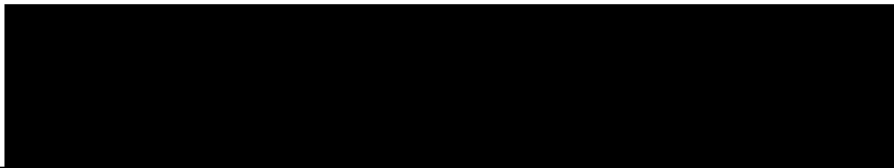
Amount Paid \_\_\_\_\_

Cheque / Cash \_\_\_\_\_

Sub Total 1060 -

Vat @ % -

Total Inc. Vat 1060.00





FINANCE & ADMINISTRATION HOUSE OF COMMONS

# Communications Allowance Direct payment of suppliers

Comms2

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OCT 2007

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About filling in this form

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## Your details

Name in CAPITAL LETTERS

IVAN LEWIS MP

Constituency

BURY SOUTH.

Office use only

Costs

## 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.

01 NOV 2007

Period of claim

from 16 / 10 / 7 to 16 / 10 / 7

Allowance

Suppliers

Amount

Royal Mail

£ 1744 : 08 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type (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 22.10.07.

**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

TRANSACTION REFERENCE  
(for Finance Office use)

RO/ [Redacted]



I. TO BE COMPLETED BY DEPARTMENTS

Date of Cheque: 11/5/11/07

Cheque Number: [Redacted]

Cheque Payee: H.O.C. IVAN LEWIS MP

Account Code	Amount £	p	Cost C	Piro	Who	Exp_Type	Description
[Redacted]	1744	28	[Redacted]	07-08	-	[Redacted]	Refund of overpayment
Total	1744	28					

COMPLETED BY:

Signature: [Redacted]

Name: [Redacted]

Date: 20/11/07

REMARKS:



Please send this form together with the cheque and any background documentation (e.g. invoice or request for payment) to the Finance Office for processing.

See overleaf for Finance Office action.

Remittance Advice



Date 15.11.2007

Account [Redacted]

For cheque refund query contact



Te [Redacted]  
Fax [Redacted]  
Fin [Redacted]  
Pete [Redacted]

Document

Text

Date

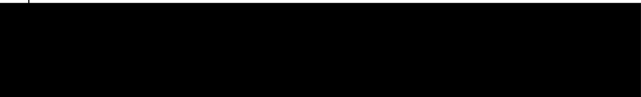
Due date

Amount

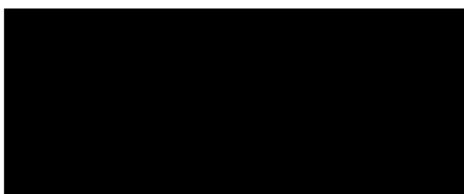
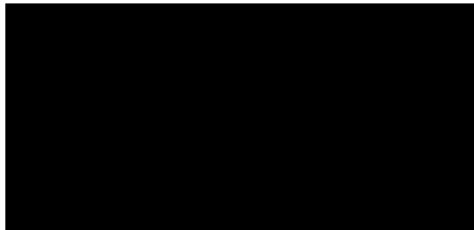


Suppl # 8704119: Ivan Lewis reimburse 9012316257 07.11.2007 07.11.2007

1,744.28- GBP

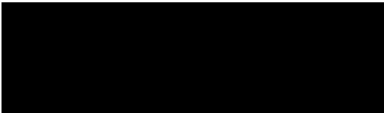


Royal [Redacted]  
Regis [Redacted]  
Regis [Redacted]  
Regis [Redacted]



Invoice number   
 Invoice date **08 Oct 2007** ✓  
 Page **1** of 1 ✓

To  
 IVAN LEWIS MP



# Invoice ✓

Account held at  
 IVAN LEWIS MP



Customer account number



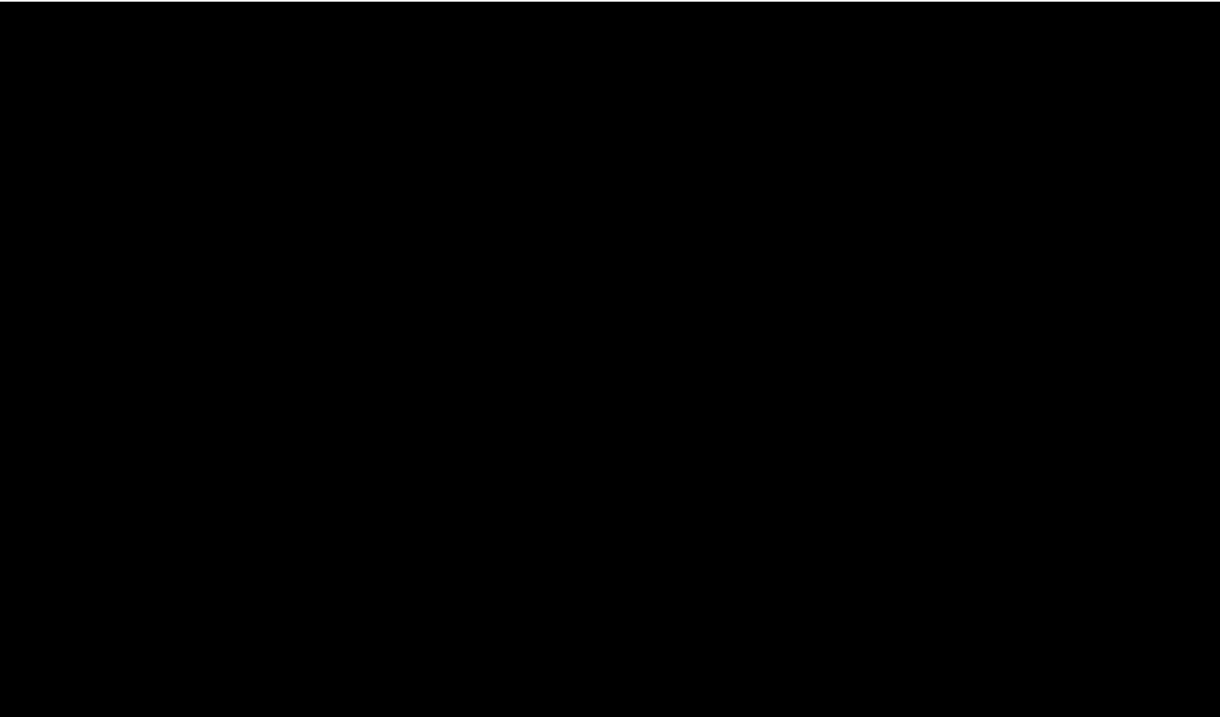
Legal entity number



Terms  
 10 days  
 Please pay by  
**18 Oct 2007**

Docket no.	Posting date Foster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
J07270147	05 Oct 2007			DOOR TO DOOR 35,965 35965 ITEMS AT 4.850 PENCE			1,744.28	E

Total Net	1,744.28
Total VAT	E = exempt 0.00
<b>Total</b>	<b>1,744.28</b>



Total amount due  
**£1,744.28**  
 ✓



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  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 IVAN LEWIS MP.  
Constituency BURY SOUTH.

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 10/12/7 to 10/12/7 Allowance year    /   

Description of service or goods	Amount	Office use only	
		Allow.	Exp. Type (cat5)
<u>Greatledge Penhens.</u>	<u>£ 2000 : 00 p</u>		
_____	£ _____ : _____ p		
_____	£ _____ : _____ p		
_____	£ _____ : _____ p		
_____	£ _____ : _____ p		
_____	£ _____ : _____ p		
_____	£ _____ : _____ p		
<b>Total</b>	<b>£ 2000 : 00 p</b>		

Authorisation and declaration

I declare reimbursement of these costs which I incurred wholly, exclusively and necessarily my Parliamentary duties.

Signature MP Date 10.12.7

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Send your completed form to

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

**Office use only**

Initials / Date

Validation completed

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Input subtotals per Cat 5

£

£

**Comments**



Invoice



Customer name Ivan Lewis MP

Tel No. [Redacted]

Contact name [Redacted]

Date of delivery / collection 10/11/07

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please accept our delivery note and invoice as follows

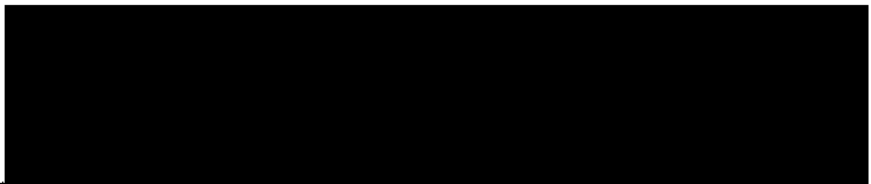
Quantity	Description	Price £
[Redacted]	Parliamentary Report, A3, 4 colour  NOVEMBER 2007	2000.00
[Redacted]		

Received by \_\_\_\_\_

Amount Paid \_\_\_\_\_

Cheque / Cash \_\_\_\_\_

Sub Total	2000.00
Vat @ %	-
Total Inc. Vat	2000.00





Communications Allowance

Member's reimbursement form

19 SEP 2007

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

IVAN LEWIS MP

Constituency

BURY SOUTH

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

Period of claim from 11/9/07 to 11/9/07 Allowance year 2007/8

Description of service or goods

Amount

Table with 2 columns: Description of service or goods, Amount. Includes entries for GREATLEDGE PRINTERS and (COMMUNITY NEWS LEAFLET).

Total

£ 1900 : 00 p

Office use only

Allow. / Exp. Type (cat5)

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

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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	<table border="1"><tr><td></td><td>£</td></tr><tr><td></td><td>£</td></tr></table>		£		£
	£				
	£				
<b>Comments</b>					



### Delivery Note / Invoice

Customer name IVAN LEWIS MP Address \_\_\_\_\_

Tel No. \_\_\_\_\_

Contact name \_\_\_\_\_

Date of delivery / collection 10/9/07

Please accept our delivery note and invoice as follows

Quantity	Description	Price £
[REDACTED]	A3 LEAFLET - 4 COL	1900-

Received by \_\_\_\_\_

Amount Paid \_\_\_\_\_

Cheque / Cash \_\_\_\_\_

Sub Total 1900-

Vat @ % -

Total Inc. Vat 1900-00



FINANCE &  
ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance

## Direct payment of suppliers

20 AUG 2007

Comms2

page 1 of 2

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### Your details

Name  
in CAPITAL LETTERS

IVAN LEWIS MP ✓

Constituency

BURY SOUTH.

Office use only

Costs

### 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 16 / 8 / 7 to 16 / 8 / 7.

Allowance year

2007 / 8

Suppliers

Amount

Royal Mail

£ 632 : 90 p

£ 22 : 99 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow.

Supp ID

Exp.Type  
(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

16.8.7.

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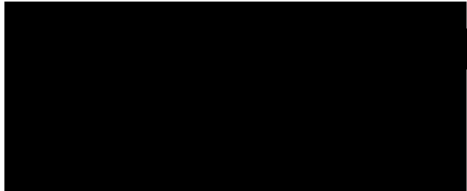
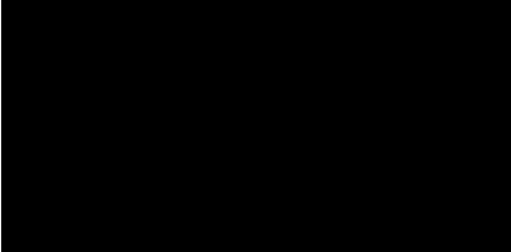
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**Send your completed form to**

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

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<b>Office use only</b>	
	Initials / Date
Validation completed	<input type="text"/>
<b>Comments</b>	



Invoice number [redacted] ✓  
 Invoice date  
**13 Aug 2007** ✓  
 Page  
 1 of 1

To  
 IVAN LEWIS MP



# Invoice

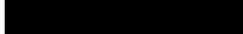
Account held at  
 IVAN LEWIS MP



Customer account number



Legal entity number



Terms  
 10 days

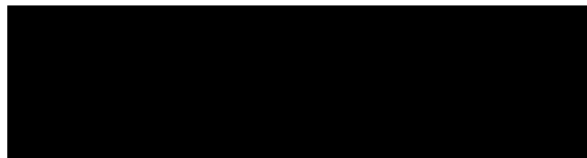
Please pay by  
**23 Aug 2007**

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
J07269043	10 Aug 2007	N107599001 N106033		DOOR TO DOOR	18,094			633.29	E
				18094 ITEMS AT 3.500 PENCE					

Total Net **633.29**

Total VAT E = exempt **0.00**

**Total 633.29**



Total amount due  
**£633.29**



Legal Entity  
[REDACTED]

Account Number  
[REDACTED]

Invoice Date	Invoice Number	Due Date	Amount
13-Aug-07	[REDACTED]	23-Aug-07	633.29
		<b>Total Due</b>	<b>633.29</b>

