



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

23 APR 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

SYLVIA HEAL

Constituency

HALESOWEN & ROWLEY REGIS A

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 01 / 03 / 08 to 31 / 03 / 08

Allowance year

07 / 08 ✓

Suppliers	Amount
WEST MIDLANDS LABOUR	£ 293 : 03 p ✓
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
	£ 293.03 ✓

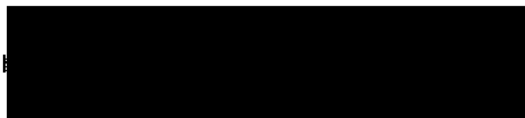
Office use only

Allow.	Supp ID	Exp.Type (Cat 5)

Signature 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

22.4.08

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

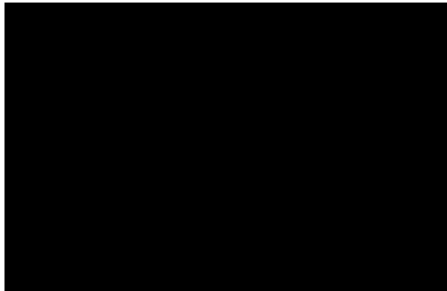
Office use only

Initials / Date

Validation
completed**Comments**

new Labour for Britain

SALES INVOICE



Sylvia Heal MP
[Redacted]

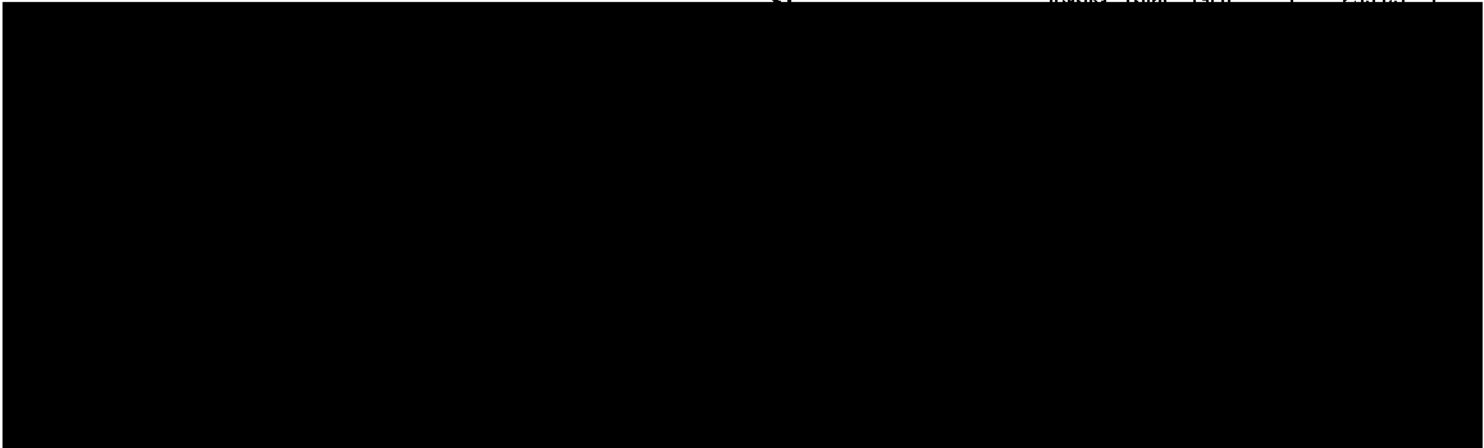
Your Account Code [Redacted]
Invoice Date 26/3/2008
Customer Reference [Redacted]
Invoice Number [Redacted]

Description	Qty	Price Per	Value
Envelopes, addressing and stuffing - Women's Survey	1	293.03	293.03



09 MAY 2008

Net Total GBP 293.03
Vat Total GBP 0.00
Invoice Total GBP 293.03





Communications Allowance
Member's reimbursement form

01 NOV 2007

Comms1
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

SILVIA HEAL

Constituency

HALESOWEN & ROWLEY REGI

Office use only

Costs M

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.

05 NOV 2007

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

Description of service or goods	Amount
PARLIAMENTARY REPORTS	£ 3984 : 38 p
seen by [redacted]	£ : p
03/08.	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only
[redacted]

Total

£ 3984 : 38p

Authorisation and declaration

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

Signature

[redacted signature]

MP

Date 01-10-07

Data protection

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Send your completed form to

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

Office use only			
	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>		514500 £ <input type="text"/>
	<input type="text"/>		514525 £ <input type="text"/>
Comments 			



uk.com

RECEIVED
19 SEP 2007

WATERLOO

DESIGN & PRINT PLC

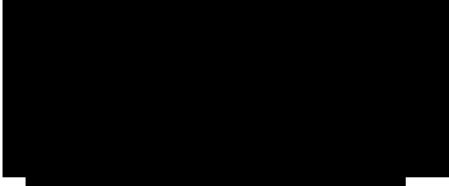


EST.
1926

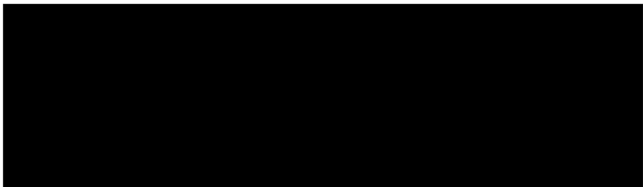
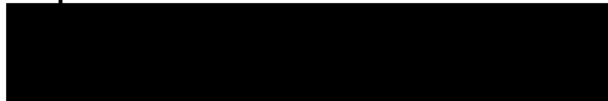


INVOICE TO:
Sylvia Heal MP

Invoice



W/O NUMBER	YOUR ORDER No.	DEL DATE	DELIVERY NO	INV DATE	INVOICE NO
		11/09/2007		31/08/2007	
QUANTITY	DESCRIPTION	AMOUNT £	VAT %		
41,000	Parliamentary Reports 2007	3,984.38			
VAT SUMMARY				SUBTOTAL	£3,984.38
				VAT TOTAL	£0.00
				TOTAL	£3,984.38



BPIF
member





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

SYLVIA HEAL

Constituency

HALESOWEN & ROWLEY REGIS

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

Description of service or goods	Amount
<u>STAMPS FOR DISTRIBUTION OF 1400 PARLIAMENTARY REPORTS</u>	<u>£ 336 : 00 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 336 : 00 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

[Redacted Signature]

MP

Date 04.10.07

Data protection

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Send your completed form to

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

Office use only			
	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>		514500 <input type="text" value="£"/>
			514525 <input type="text" value="£"/>
<div style="border: 1px solid black; height: 150px; padding: 5px;"> <p>Comments</p> </div>			

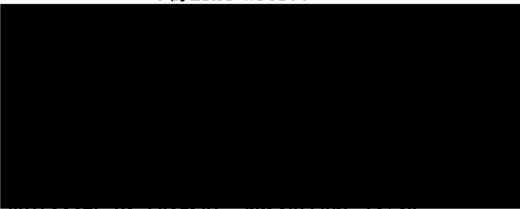


Post Office Ltd



S/a 2ndx100		
14 . @ 24.00		336.00
TOTAL DUE TO POST OFFICE		336.00
Maestro	FROM CUSTOMER	336.00
BALANCE		0.00

Payment Retail



Amount: £336.00

Your account will be debited with the above amount. Cardholder PIN verified. Transaction confirmed.

Please retain for future reference

Thank You



Communications Allowance
Direct payment of suppliers

30 MAY 2007



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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Your details

Name
in CAPITAL LETTERS

SYLVIA HEAL

Constituency

HALESOWEN & ROWLEY REGIS

Office use only	Cost	M
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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 10/05/07 to 31/05/07

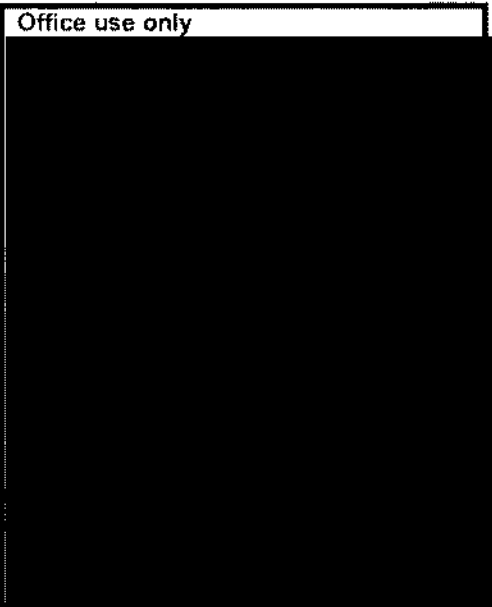
Allowance year

07/08

Suppliers

Amount

<u>BT.</u>	£ <u>130</u> : <u>23</u> p
<u>BT.</u>	£ <u>62</u> : <u>75</u> p
_____	£ _____ : _____ 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

26.05.07

Data protection

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Send your completed form to

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

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

Your account and bill number

Date
14 May 2007

If you have a query
please see reverse for
our contact details.

SYLVIA HEAL MP



Bringing it all together



BT Commitment

Bill for

Cost of calls	£ 55.93
Package benefits BT Commitment	£ 0.00
Service charges	£ 46.40
VAT	£ 17.90

Total now due £ 120.23

*Please make sure we receive the total now due by
25 May 2007.*

OneBillPlus

Imagine having all your voice and data costs consolidated on one bill, with one payment date and one fully itemised report. Imagine further the facility to analyse your billed data electronically across your whole organisation or at cost centre level, saving you time and effort.

With OneBillPlus and the BT Billing Analyst you can and it's free.

For more information on these products please visit www.bt.com/btbillinganalyst

Why not pay by Direct Debit?

It's easy, convenient and gives you piece of mind knowing your bill's paid automatically every month or quarter, whichever you prefer. Setting up is simple.

Just call 0800 023 4098 or visit www.bt.com/business/paydirectdebit

Your account and bill number

Date
14 May 2007

If you have a query
please see reverse for
our contact details.

SYLVIA HEAL MP

BT Commitment

Bill for

Cost of calls	£ 12.26
Package benefits BT Commitment	£ 0.00
Service charges	£ 41.15
VAT	£ 9.34

Total now due £ 62.75

*Please make sure we receive the total now due by
25 May 2007.*

Why not pay by Direct Debit?

It's easy, convenient and gives
you piece of mind knowing your
bill's paid automatically every
month or quarter, whichever you
prefer. Setting up is simple.

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visit www.bt.com/business/paydirectdebit

BT

Bringing it all together

RECEIVED

17 MAY 2007

OneBillPlus

Imagine having all your voice and data
costs consolidated on one bill, with one
payment date and one fully itemised
report. Imagine further the facility to
analyse your billed data electronically
across your whole organisation or at
cost centre level, saving you time and
effort.

With OneBillPlus and the BT Billing
Analyst you can and it's free.

For more information on these products
please visit www.bt.com/btbillinganalyst
or contact your account manager.