



Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

03 APR 2008

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

BARBARA LEELEY

Constituency

WORSLEY

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 28,09,07 to 31,03,08 Allowance year 2007, 2008

Description of service or goods	Amount
Domain Name - Website Fee	£ 6.93 p
Stamps	£ 1020.00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
Total	£ 1026.93 p

Authorisation and declaration

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

Signature

MP

Date

2/4/08

**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
Validation completed	<input type="text"/>
	Input subtotals per Cat 5
	£ <input type="text"/>
	£ <input type="text"/>
Comments	



S/a 1stx100  
30 0 34.00

1020.00

TOTAL DUE TO POST OFFICE 1020.00

Cheque FROM CUSTOMER 1020.00  
BALANCE



Thank You

**fasthosts**

Barbara Keeley  
Barbara Keeley MP

**Invoice**

Package: U  
Due: 28-Sep-2007

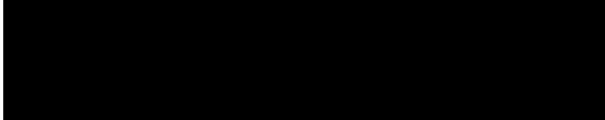
Description	Cost
Domain Renewal Credit (.uk TLD)	£5.90

**Net total:** £5.90

**VAT:** £1.03

**Total:** £6.93

Paid from Credit Card



**Communications Allowance**  
**Member's reimbursement form**

13 MAR 2008

**Comms1**  
page 1 of 2

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**Your details**

Name  
in CAPITAL LETTERS

BARBARA KEELY

Constituency

WORSLEY



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 1, 2, 08 to 10, 3, 08

Allowance year

2007, 2008

Description of service or goods

Amount

Stamps 21/02	£ 24.48 <sub>p</sub> NO
" 21/02	£ 24.48 <sub>p</sub> NO
" 28/02	£ 81.60 <sub>p</sub> ✓
	£ _____ P
	£ _____ P
	£ _____ P
	£ _____ P

Total

£ 130.56<sub>p</sub> ✓

**Authorisation and declaration**

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the course of my duties as a Member of Parliament.

Signature

[Redacted Signature]

MP

Date

9/3/08



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**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

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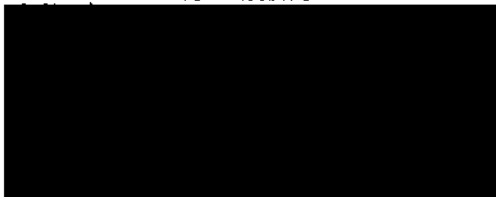
£
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£
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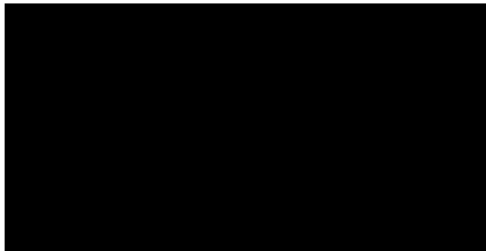
<b>Comments</b>
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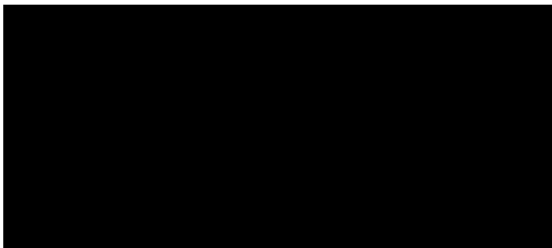
Post Office Ltd.  
Your Receipt



1st class stamp		
4 @ 0.34		1.36
SAS bk 1st x 12		
3 @ 4.08		12.24
S/a 1stx100		
2 @ 34.00		68.00
TOTAL DUE TO POST OFFICE		81.60
Visa Debit	FROM CUSTOMER	81.60
BALANCE		0.00



Amount: £81.60





Communications Allowance  
Member's reimbursement form

06/11/2008

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Your details

Name in CAPITAL LETTERS BARBARA KEELEY

Constituency WORSLEY

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 29/10/07 to 8/12/07 Allowance year 2007/2008

Description of service or goods	Amount
<u>Stamps (29/10)</u>	<u>£ 4 : 08 p</u>
<u>Stamps (8/12)</u>	<u>£ 150 : 00 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Total

£ 154 : 08 p ✓

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

6/1/2008



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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**



**Communications Allowance**  
**Member's reimbursement form**

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**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

BARBARA KEENEY

Constituency

WORSLEY

Office use

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 2, 11, 2007 to 9, 11, 2007 Allowance year 2007, 2007

Description of service or goods	Amount
<u>Jilly Bags + Postage</u>	<u>£ 145 : 00p</u>
<u>for Veterans Badges</u>	<u>£ : p</u>
<u> </u>	<u>£ : p</u>
<u> </u>	<u>£ : p</u>
<u> </u>	<u>£ : p</u>
<u> </u>	<u>£ : p</u>
<u> </u>	<u>£ : p</u>

Total

**£ 145 : 00p**

**Authorisation and declaration**

I authorise the House of Commons to be reimbursed wholly, exclusively and necessarily

Signature

MP

Date

25/11/2007

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Office use only	
	Initials / Date
Validation completed	<input type="text"/>
	Input subtotals per Cat 5
	<input type="text" value="£ 145.00"/>
	<input type="text" value="£"/>
Comments	



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

3 OCT 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

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

BARBARA KEENE

Constituency

WORSLEY

Table with columns: Office use only, Cost, MP

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 3, 10, 2007 to 24, 10, 2007

Allowance year

2007-2008

Suppliers

Amount

Table with columns: Suppliers, Amount. Includes entries for Royal Mail Group, Freepost, and a circled TOTAL of £78.34p.

Authorisation and declaration

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

Signature

[Redacted signature]

MP

Date

22/10/2007

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

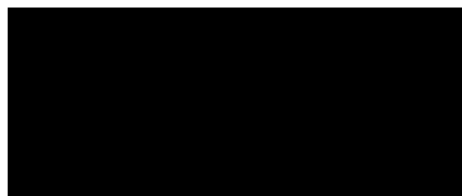
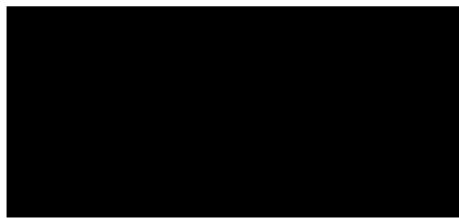
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**Office use only**

Initials / Date

Validation completed

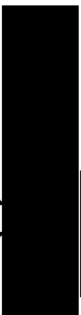
Comments



Invoice number  
[Redacted]

Invoice date  
**03 Oct 2007**

Page  
1 of 1



BARBARA KEELEY MP  
[Redacted]

# Invoice

for your reducing credit balance account

Account held at  
BARBARA KEELEY MP  
[Redacted]

Customer account number  
[Redacted]

Terms  
**21 days**  
Please pay by  
**24 Oct 2007**

Docket no.	Posting date Postal	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
------------	---------------------	----------------------------	--------	------------------	------------	---------------	-----------	-----

Opening balance on account 22.57 DR  
 Payment received - thank you 62.57 CR

25 Aug 2007		RESPONSE SERVICES							0.95	E
		Letter	4							
		Letter	1 Item			£0.235				
		Letter	3 Items			£0.235	Saturday posting			
Breakdown w/e 25 Aug 2007		Mon	Tue	Wed	Thu	Fri	Sat	Total		
Items @ £0.235		0	0	0	1	0	3	4		
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>4</b>		

01 Sep 2007		RESPONSE SERVICES							4.00	E
		Letter	17							
		Letter	15 Items			£0.235				
		Letter	4 Items			£0.235	Saturday posting			
Breakdown w/e 01 Sep 2007		Mon	Tue	Wed	Thu	Fri	Sat	Total		
Items @ £0.235		2	1	0	8	2	4	17		
<b>Totals</b>		<b>2</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>2</b>	<b>4</b>	<b>17</b>		

Amount carried forward to next page 4.95

**M  
EN**  
DIRECT

**Greater Manchester** 14 OCT 2007  
**WEEKLY NEWSPAPER GROUP**

**INVOICE**

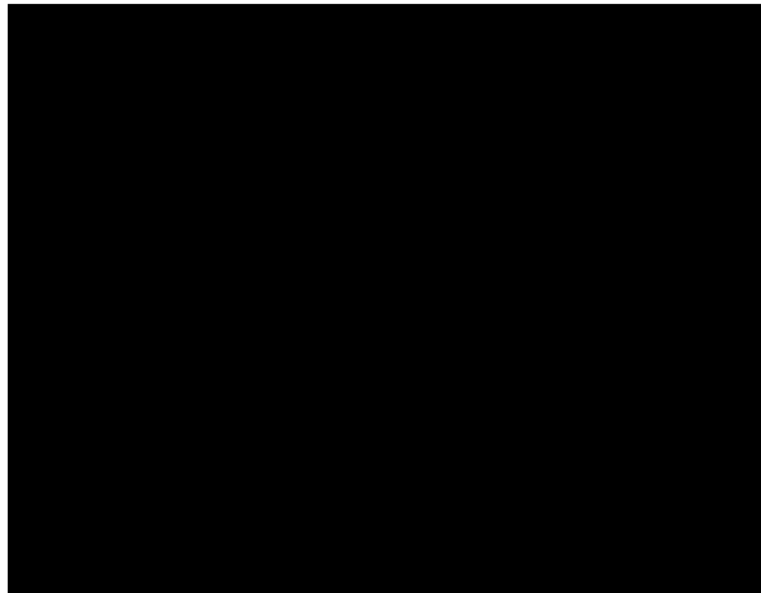
OFFICE OF BARBARA KEELEY

Invoice Date 27/09/07

Account No

Invoice no

Date	Job No.	Leaflet	Prod	PO Ref.	Quantity	Unit price	Value
29/09/07		OFFICE OF BARBARA KEELEY	A3/4		25018	22.00	550.40
						Value	<b>550.40</b>
						Freight	<b>0.00</b>
						Net Total	<b>550.40</b>
						VAT	<b>95.32</b>
						TOTAL	<b>646.72</b>





Communications Allowance
Direct payment of suppliers

VALIDATION Comms2
12 OCT 2007
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

BARRARA KEENEY

Constituency

WORSLEY

Office use only Cost

Claim details

You can only request payment to suppliers for goods and services directly relating to Communications Allowance. Please ensure you attach all supplier invoices.

Period of claim

from 27, 09, 2007 to / /

Allowance year

2007, 2008

Suppliers

Amount

GMWN Newspapers

£ 666.72 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

Signature

[Redacted Signature]

MP

Date

12-10-2007



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**Office use only**

Initials / Date

Validation completed

Comments



Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

03 OCT 2007

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Your details

Name in CAPITAL LETTERS

BARBARA KEENE

Constituency

WORSLEY

Office use

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 1/8/07 to 29/9/07

Allowance year 2007, 2008

Description of service or goods

Amount

Royal Mail - Freepost £ 62.57p

Post Office - Stamps £ 106.00p

Post Office - Stamps £ 102.00p

Total

£ 270.57p

Authorisation and declaration

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

Signature

MP

Date

30/9/07

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£

£

**Comments**



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Your details

Name in CAPITAL LETTERS

Barber KEENEY

Constituency

WORSLEY

Office use or

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 1, 4, 07 to 7, 07, 07

Allowance year

2007, 2008

Description of service or goods

Amount

Stamps - Post Office	£ 50.32p
" " "	£ 68.00p
" " "	£ 102.00p
" " "	£ 68.00p
	£ : p
	£ : p
	£ : p

Total

£ 288.32p

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

9/7/07

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Validation completed

	<input type="text"/>
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£ 288.32
£ <input type="text"/>

Comments

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

**Comms2**

page 1 of 2

**When to use this form**

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**Your details**

Name  
in CAPITAL LETTERS

BARBARA KEELEY MP

Constituency

WORSLEY

Office use only

Costs

**Claim details**

*You can only request*

payment to suppliers for goods and services directly relating to Communications Allowance.

*Please ensure*

you attach all supplier invoices.

Period of claim

from 28, 3, 08 to 28, 3, 08

Allowance year

2007, 2008 ✓

Suppliers

Amount

PUBLIC IMPACT

£ 2,930.46 p ✓

MEN LEAFLETS

£ 646.02 p ✓

\_\_\_\_\_ £ \_\_\_\_\_ p

\_\_\_\_\_ £ \_\_\_\_\_ p

\_\_\_\_\_ £ \_\_\_\_\_ p

\_\_\_\_\_ £ \_\_\_\_\_ p

\_\_\_\_\_ £ \_\_\_\_\_ p

\_\_\_\_\_ £ \_\_\_\_\_ p

£ 3,576.48 ✓

Office use only

Allow. / Supp ID / Exp. Type  
(Col 5)

**Authorisation and declaration**

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

Signature

[Redacted Signature]

MP

Date

9/4/2008

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Department of Finance & Administration, House of Commons, London SW1AA

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Initials / Date

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Comments

## Invoice

Page 1

Barbara Keeley MP

Invoice No. [REDACTED]

Invoice/Tax Date

28/03/2008

Cust. Order No. [REDACTED]

Account Ref. [REDACTED]

**Quantity Details**

	<b>Unit Price</b>	<b>Net</b>	<b>VAT Rate</b>	<b>VAT</b>
1.00 Printing of 26K 4pp Tabloid Newspapers	1,880.00	1,880.00	0.00	0.00
1.00 Delivery	115.00	115.00	17.50	20.13
1.00 Printing of 10K Wallet Cards	440.00	440.00	17.50	77.00
1.00 Printing of 10K A4 Letterheads	339.00	339.00	17.50	59.33

**Total Net Amount 2,774.00****Total VAT Amount 156.46****Invoice Terms: 30 Days****Invoice Total****2,930.46**



Supplier title

Barbara Kelly

Supplier Quantity

Barbara Kelly

Work Commencing Date

31/04/08

Amount due (inc. VAT) £

£ 646.02

Payable by

05/09/08

MEN Direct door to door

Print Name

Signature

Date

28/03/08

Please send cheque  
Payable to MEN DIRECT

**M**  
**EN** door





**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.

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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

computer and office supplies

**Sales Invoice**

**Invoice To:**  
BARBARA KEELEY MP

**Deliver To:**  
BARBARA KEELEY MP

**Date**                      **Customer Ref:**                      **Account**                      **Our Reference**  
28-03-08

Reference	Description	Ordered	Sent	To Follow	Unit Price	Line Value
	Oki Toner Cartridge Cyan 43381 907	4	4	0	57.27	229.08
	Oki Toner Cartridge Black 4332 4408	3	3	0	62.48	187.44
	Oki Toner Cartridge Yellow 433 81905	4	4	0	57.27	229.08
	Oki Toner Cartridge Yellow 433 81905	4	4	0	57.27	229.08
	Bic Crist Med Blk B50 837363	1	1	0	6.99	6.99
	Challenge Book Petty Cash 2005 lips	1	1	0	10.89	10.89
	5 Star Env DL 80g White Window P/S Pk1000	2	2	0	12.99	25.98
	5 Star Env C5 90g White PressS eal Pk500	2	2	0	10.89	21.78
	96Pg Petty Csh Anal Bk 69 Seri es69.3.9.1	1	1	0	11.69	11.69

OTHER

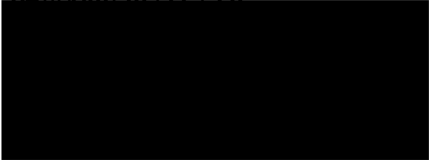
**Thank you for your order**



**Sales Invoice**

**Invoice To:**  
BARBARA KEELEY MP

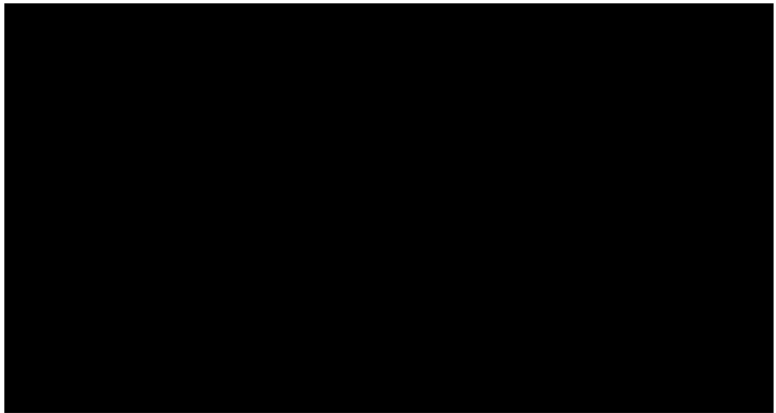
**Deliver To:**  
BARBARA KEELEY MP



**Date**  
28-03-08

**Customer Ref:** [Redacted] **Account:** [Redacted] **Our Reference:** [Redacted]

Reference	Description	Ordered	Sent	To Follow	Unit Price	Line Value
[Redacted]	[Redacted]	1	1	0	4.99	4.99



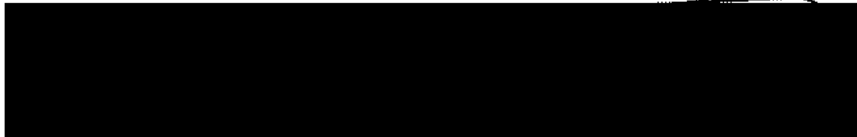
**VAT**  
3 17.50% 167.48

**Goods Value** £957.00  
**Total VAT** £167.48

**Invoice Total** ~~£1124.48~~

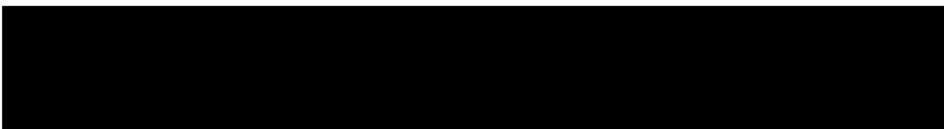
OTHER 922.46  
+

VAT Reg. No. [Redacted]



**Thank you for your order**

We pride ourselves on the quality of both our goods and service. If you have a problem we want to know about it! Please [Redacted] please try to report any shortages or damaged goods within 3 days of receipt of your order.





Sale To: [Redacted]

**Invoice To:**  
BARBARA KEELEY MP  
[Redacted]

**Deliver To:**  
BARBARA KEELEY MP  
[Redacted]

**Date**                      **Customer Ref:**                      **Account**                      **Our Reference**  
[Redacted]                      [Redacted]                      [Redacted]

Reference	Description	Ordered	Sent	To Follow	Unit Price	Line Value
[Redacted]	Oki Toner Cartridge Yellow 433 81905	4CR	4CR	0	57.27	229.08CR
[Redacted]	Oki Toner Cartridge Magenta 43 381906	4	4	0	57.27	229.08

VAT

<b>Goods Value</b>	£0.00
<b>Total VAT</b>	£0.00
<b>Invoice Total</b>	<b>£0.00</b>

OTHER

VAT Reg. No. [Redacted]



**Thank you for your order**

We pride ourselves on the quality of both our goods and service. If you have a problem we want to know about it! Please call [Redacted] but please try to report any shortages or damaged goods within 3 days of receipt of your order.