



Communications Allowance

Direct payment of suppliers ASSURANCE

QUALITY

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

FRANK FIELD

Constituency

BIRKENHEAD

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

2007, 2008

Suppliers

B+OK

Amount

Wendal Globe

£ 1001 : 24p

Trinity Manor

£ 725 : 22p

£ : p

£ : p

£ : p

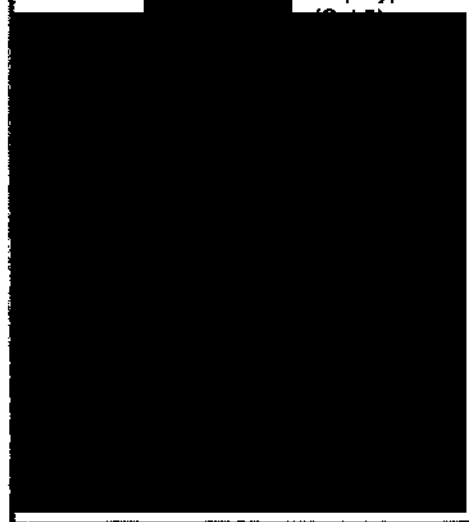
£ : p

£ : 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



MP

Date 20-3-08



Data protection

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Send your completed form to

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

Office use only

Initials / Date

Validation completed

Comments

Wirral Globe

Pro Forma Invoice

Name : Frank Field (MP)

Address :

House of Commons
London

Postcode

Tel No.

Fax.

E-mail

Classification : Run of Paper – Birkenhead Edition

Size : 35x9 Full Page

No. of Insertions : 1

Date Of 1st Insertion : 30.04.08

Sales Person Name

Ordered By :

Payment Type : Invoice

Net

£852.12

VAT 17.5%

£149.12

Amount Payable

£1001.24

PRO FORMA INVOICE

ACCOUNT No: [REDACTED]	MR F FIELDS MP [REDACTED]
INVOICE DATE: 14/03/08	
SALES EXECUTIVE: [REDACTED]	

UNIQUE REFERENCE No (PRODUCTION)	PUBLICATION(S)	INSERT DATE(S)	DESCRIPTION & CUSTOMER ORDER No	£'s
[REDACTED]	BIRKENHEAD NEWS	26/03/08	36 X 8 ROP FULL COLOUR	659.76
CHEQUES SHOULD BE MADE PAYABLE TO: [REDACTED]			TOTAL:	659.76
			VAT 17.5%:	115.46
			AMOUNT DUE:	775.22

PLEASE RETURN THE TEAR SLIP BELOW WITH YOUR REMITTANCE TO:
THE SALES PERSON AND ADDRESS INDICATED ON THE FACSIMILE SHEET



Communications Allowance
Direct payment of suppliers

2007

Comms2

page 1 of 2

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Your details

Name
in CAPITAL LETTERS

FRANK FIELD

Constituency

BIRKENHEAD

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 10/09/07 to 10/10/07

Allowance year

2007/2008

Suppliers

Amount

Newsquest

£ 1001.24 p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

Office use only

Allow.

Supp ID

/ Exp.Type

(G15)

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

5-10-07

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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

Comments



Sales Invoice

Account No	[REDACTED]
Invoice No	[REDACTED]
Date	29/09/2007
Job Number	[REDACTED]
Sales Source	[REDACTED]



RT HON FRANK FIELD (MP)



In case of any query please contact



Customer Order Reference	[REDACTED]	Advertisement Details	September constituency review Sinc		
Classification	[REDACTED]	Advertising Style & Code	Production	Size	New Full Page

Publication(s)	Insertion Date(s)	Charge	Amount
Birkenhead	Sep 26	1,110.05	
		Gross charge	1110.05
		DISCOUNT	257.93
		Net before VAT	852.12
		VAT @ 17.5%	149.12
		TOTAL DUE	£1,001.24
		TOTAL DUE	£1,001.24

**THANK YOU FOR
YOUR CUSTOM**





03 DEC 2007

Communications Allowance

Comms2

page 1 of 2

Direct payment of suppliers

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Your details

Name in CAPITAL LETTERS

FRANK FIELD

Constituency

BIRKENHEAD

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.

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Period of claim

from ___/___/___ to ___/___/___

Allowance year

2007, 2008

Suppliers

Amount

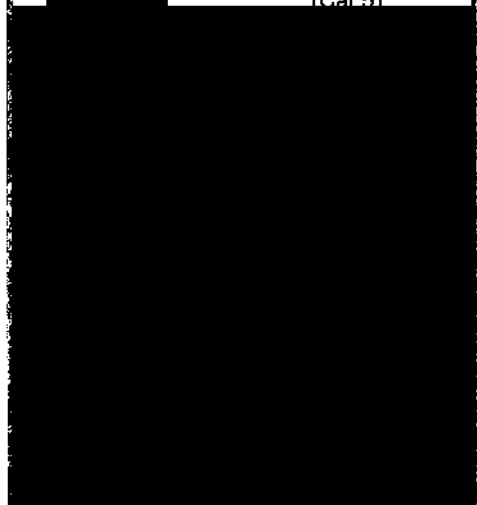
Trinity Manor Hotel

775.22
~~581.42~~ p

- 193.80 p

£ _____	p
£ _____	p
£ _____	p
£ _____	p
£ _____	p
£ _____	p
£ _____	p
£ _____	p

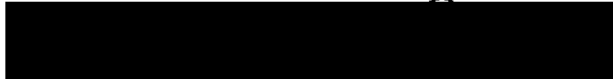
Office use only Allow. / Supp ID / Exp. Type (Cat 5)



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

29-11-07

Data protection

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

Office use only

Initials / Date

Validation completed

Comments

SALES INVOICE

INVOICE No.

INVOICE DATE

26/09/2007

CUSTOMER A/C No.

CUSTOMER TEL No.

CUSTOMER ORDER No.

SALES REP. & AD REFERENCE

MR FRANK FIELDS MP

PUBLICATION

DESCRIPTION

TOTAL COST

Birkenhead News

CLASS : 000510-FEATURES - PROFILE 1
 CATCHLINE :
 Sep 26
 SIZE : Full Page
 STYLE : ROP

GROSS

659.76

Payment Due By 10/10/2007

GOODS VALUE

659.76

VAT

17.50%

115.46

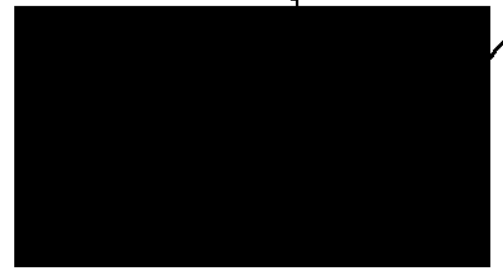
INVOICE TOTAL

775.22

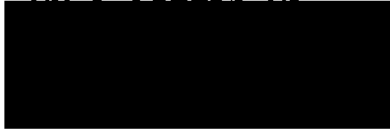
PAYMENT ADVICE

HELPFUL METHODS OF PAYMENT APPEAR OVERLEAF

Trinity Mirror North West and North Wales Ltd



MR F FIELDS MP



CREDIT NOTE

ACCOUNT NUMBER

CREDIT NOTE NUMBER

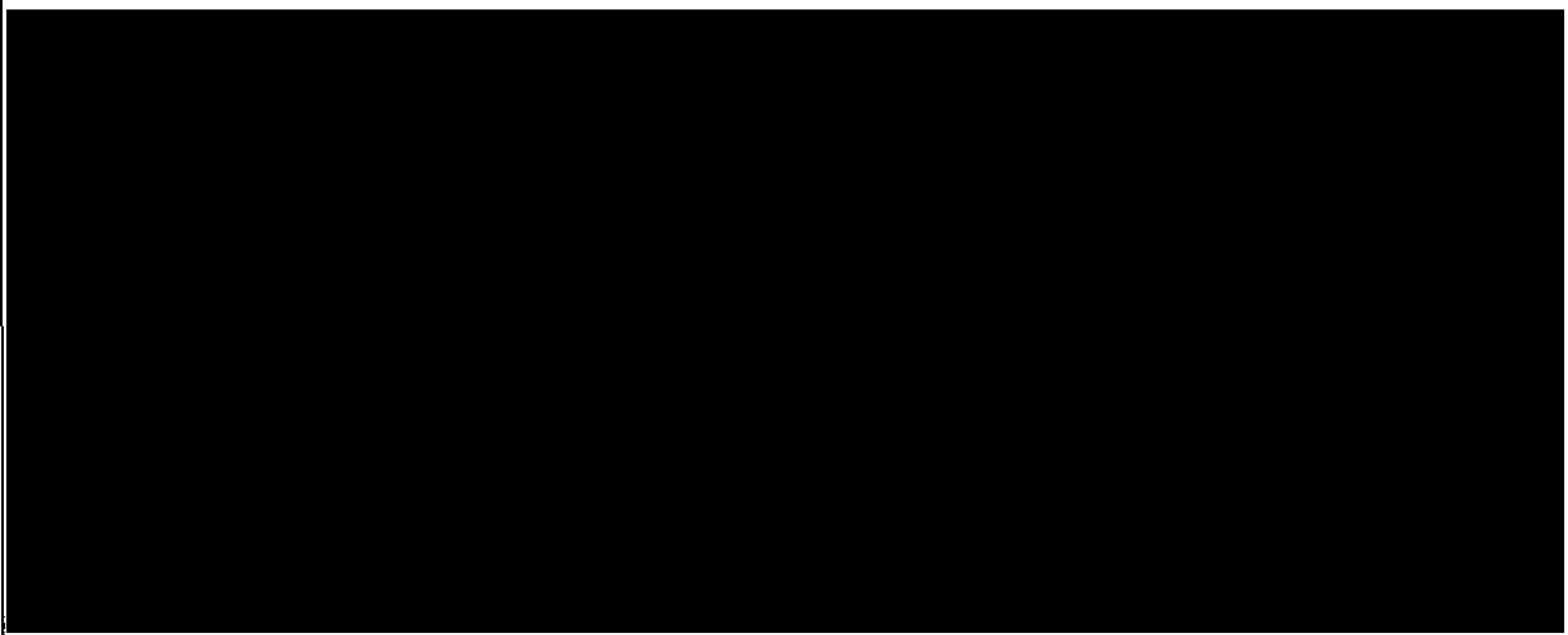
CREDIT NOTE DATE

22 Nov 2007

DETAILS		CREDIT AMOUNT
Birkenhead News	26/09/2007	164.94

REASON	GRAPHICS ERROR	
ORIGINAL INVOICE No.	ORDER No.	
ORIGINAL INVOICE DATE	26 Sep 2007	
CLIENT		

VALUE	164.94
VAT 17.50%	28.86
CREDIT TOTAL	193.80





Communications Allowance Direct payment of suppliers

13 DEC 2007

Comms2
page 1 of 2

When to use this 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

FRANK FIELD

Constituency

BIRKENHEAD

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 01/09/07 to 31/08/08

Allowance year

2007/2008

Suppliers

Amount

Palace Computing

£ 1175 : 00p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow #/ Supp II Exp. Typ
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

12-12-07

Data protection

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Send your completed form to

Validation Team, Operations Directorate,
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Initials / Date

Validation completed

Comments

PALACE COMPUTING

Invoice

INVOICE TO
Frank Field MP

TAX DATE	INVOICE NO	TERMS	VAT REG NO
29/10/2007		Due By Return	

DESCRIPTION	QTY	RATE	VAT AMT	AMOUNT
Web Space And Domain Services For One Year 1st September 2007 to 31st August 2008	1	1,000.00	175.00	1,000.00



VAT SUMMARY	
£ 175.00 @ 17.5% ;	
	SUBTOTAL 1,000.00
	VAT TOTAL 175.00
	Total £1,175.00





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Direct payment of suppliers

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Your details

Name in CAPITAL LETTERS

FRANK FIELD

Constituency

RIPKENHEAD

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 01/01/08 to 31/01/08

Allowance year

207, 2008

Suppliers

Amount

Trinity Mirror

£ 775.22 p

£ : p

£ : p

£ : p

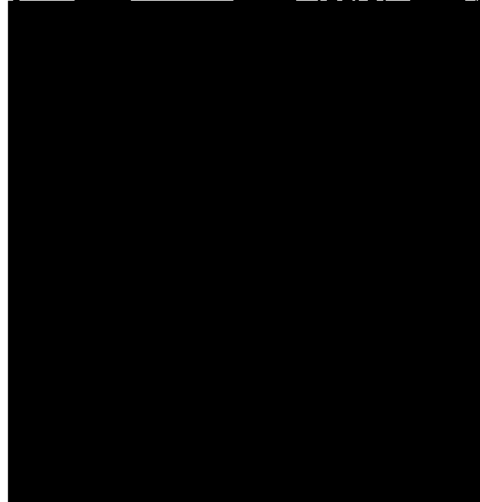
£ : p

£ : p

£ : p

£ : p

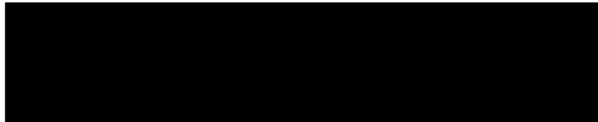
Office use only
Allow / Supp ID / Exp.Type (Cat 5)



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

29-1-08

Data protection

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Initials / Date

Validation completed

Comments

SALES INVOICE

[REDACTED]

INVOICE No. [REDACTED]
 INVOICE DATE 23/01/2008 ✓
 CUSTOMER A/C No. [REDACTED]
 CUSTOMER TEL No. [REDACTED]
 CUSTOMER ORDER No. [REDACTED]
 SALES REP. & AD REFERENCE [REDACTED]

MR F FIELDS MP ✓
 [REDACTED]

[REDACTED]

PUBLICATION	DESCRIPTION	TOTAL COST
Birkenhead News	CLASS : 000510-FEATURES - PROFILE 1 CATCHLINE : [REDACTED] Jan 23 SIZE : Full Page STYLE : ROP GROSS	659.76
[REDACTED]		
Payment Due By 06/02/2008		

GOODS VALUE	659.76
VAT 17.50%	115.46
INVOICE TOTAL	775.22 ✓

PAYMENT ADVICE

HELPFUL METHODS OF PAYMENT APPEAR OVERLEAF

775.22

[REDACTED]

[REDACTED]



Communications Allowance

Direct payment of suppliers

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this form

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this form

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Your details

Name
in CAPITAL LETTERS

FRANK FIELD

Constituency

BIRKENHEAD

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 01/01/08 to 31/01/08

Allowance year 2007, 2008

Suppliers

Amount

Abouqwek

£ _____ p

£ 1001.24 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

31-08

Data protection

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Initials / Date

Validation completed

Comments



Sales Invoice

Account No	[REDACTED]
Invoice No	[REDACTED]
Date	26/01/2008
Job Number	[REDACTED]
Sales Source	[REDACTED]

[REDACTED]
RT HON FRANK FIELD (MP)
[REDACTED]

In case of any query please contact
[REDACTED]

Customer Order Reference		[REDACTED]	Advertisement Details		ADVERTISEMENT a report from your m	
Classification	ROP Other Non Retail	Advertising Style & Code	Production	Size	New Full Page	
Publication(s)	Insertion Date(s)	Charge	Amount			
Birkenhead	Jan 23	1,116.34	Gross charge		1116.34	
			DISCOUNT		264.22	
			Net before VAT		852.12	
			VAT @ 17.5%		149.12	
			TOTAL DUE		£1,001.24	
			TOTAL DUE		£1,001.24	



Communications Allowance
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

FRANK FIELD

Constituency

BIRKENHEAD

Office use only

Cost: [REDACTED]

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 / 01 / 08

Allowance year

2007 / 2008

Description of service or goods

Amount

Description of service or goods	Amount
<u>Electro Data 2008</u>	<u>£ 352 : 50 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 352 : 50 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]

MP

Date

31-01-08

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

Input subtotals per Cat 5

Validation completed

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£

£

Comments

FORM FO23

CORRECTION TO GENERAL LEDGER

Finance and Administration		Reason for Amendment: Reallocation from IEP to Comms
Prepared by: <i>(print and sign)</i>	NP	
Authorised by: <i>(print and sign)</i>	AM	
Date:	21/02/2008	

Transfer Description	Account Code	Cost Centre								Debit £	Credit £
			Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7			
Transfer from IEP to Comms			07 08								352.50
Transfer from IEP to Comms			07 08						352.50		

Total	352.50	352.50
-------	--------	--------

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)*