



Direct payment of suppliers

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

GEORGE HOULAM

Constituency

KNOWSLAY N + SKIPTON E

Office use only

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 09/09/07 to 20/12/07 Allowance year 07/08

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Rows include: CRYSTA PRINT £ 35 : 0 p, (FOR A DSAA £ : p, RESIDENT LETTER £ : p, out A MATTER £ : p, Local Planning £ : p, FDSWA £ : p.

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

[Redacted area]

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

20.12.07

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).

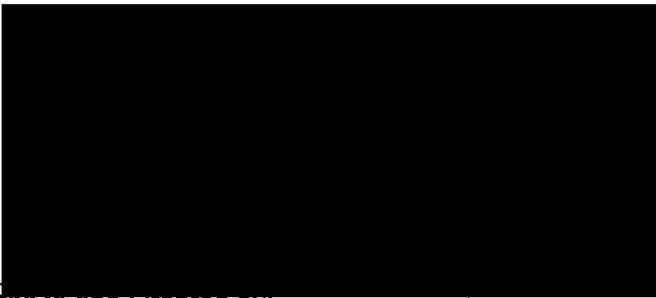
**Send your completed
form to**

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

Office use only

Initials / Date

Validation
completed**Comments**



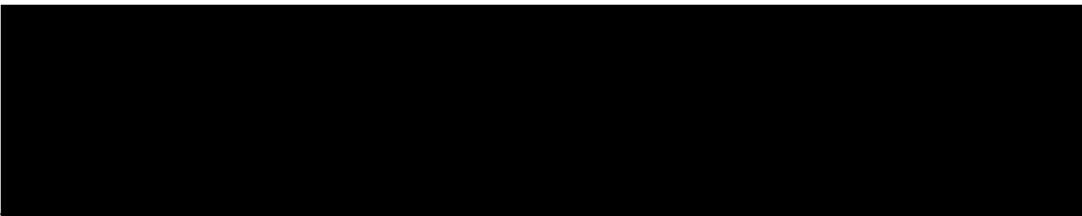
Invoice

Invoice to: George Howarth	Delivered to and Ordered by: George Howarth
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Invoice Number	Customer Reference	Job Ref	Invoice Date		
[Redacted]	Leaflets Project Letter		30.09.07		
Quantity	Description	Price	VAT	Total	
19,000	Leaflet Letters	£350.00		£350.00	
Total		£350.00		£350.00	

TERMS : Nett 30 days from invoice date.

Cheques made payable to





Communications Allowance
Direct payment of suppliers

10 SEP 2007

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Your details

Name
 in CAPITAL LETTERS

GEORGE HOWARTH

Constituency

KNOWSLAN N & SEFTON

Office use only

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 1/07/07 to 6/08/07 Allowance year 07/08

Suppliers

Amount

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

Suppliers	Amount
ICM	£8285.75 p
(Original Poll into	£ : p
A MAJOR DEVELOPMENT	£ : p
Passcode By TESCO	£ : p
+ EVERTON FC (in	£ : p
my constituency)	£ : 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

Data protection

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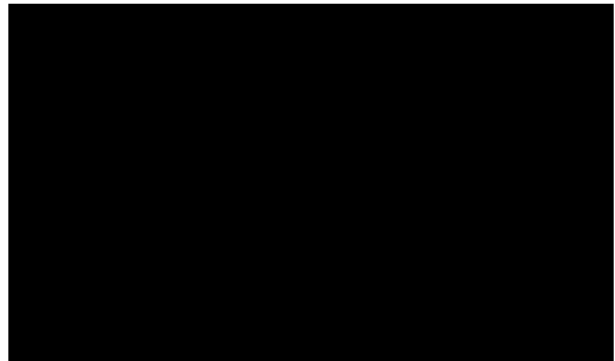
ICM

George Howarth MP ✓
[Redacted]

Tax Point:	[Redacted]
Invoice No:	[Redacted]
Job No:	[Redacted]
Your Order No:	[Redacted]
VAT No:	[Redacted]
Payment Terms: DUE DATE:	30 days from invoice 29/09/2007

INVOICE

Description	GBP
[Redacted] Development poll (Full Payment)	7,050.00



09 SEP 2007

NET TOTAL	7,050.00
VAT at 17.50%	1,233.75
INVOICE TOTAL	8,283.75

✓

