



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.

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Send your completed form to

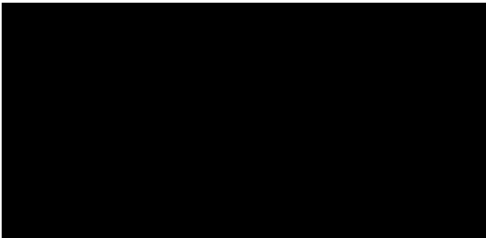
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation completed

Comments



Delivery Note / Invoice


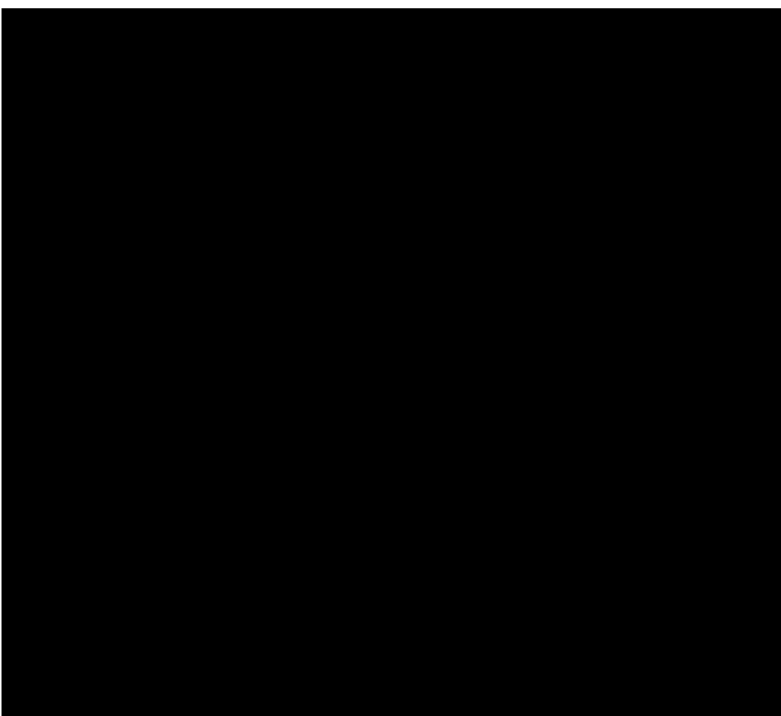
Customer name IVAN LEWIS MP.  Address _____

Tel No. _____

Contact name _____

Date of delivery / collection 8/1/08 _____

Please accept our delivery note and invoice as follows

Quantity	Description	Price £
	AIR LEAFLET - 4 COLOUR 	1060 -

Received by _____

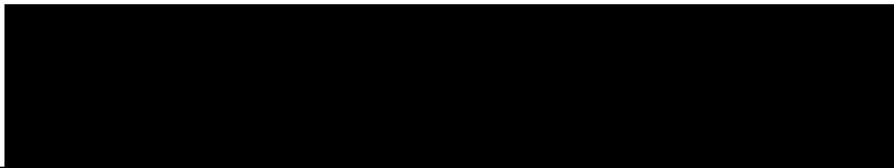
Amount Paid _____

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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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 : 08p

£ : 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

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					

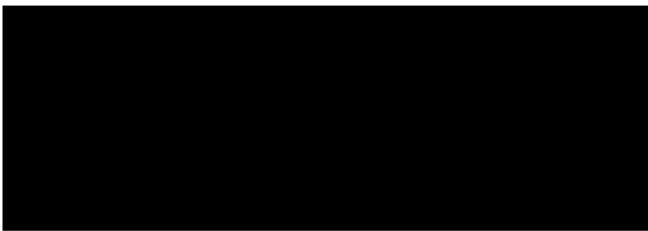
COMPLETED BY:

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.

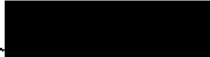
Remittance Advice



Date 15.11.2007

Account [Redacted]

For cheque refund query contact



Te [Redacted]
Fax [Redacted]
Fin [Redacted]
Pet [Redacted]

Document

Text

Date

Due date

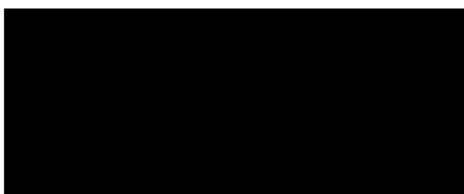
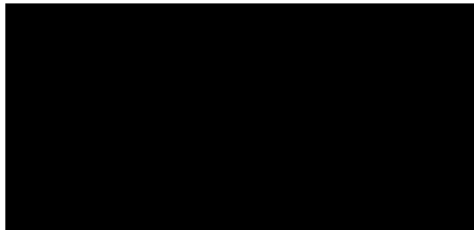
Amount

[Redacted]
1,744.28- GBP

Suppl # 8704119: Ivan Lewis reimburse 9012316257 07.11.2007 07.11.2007

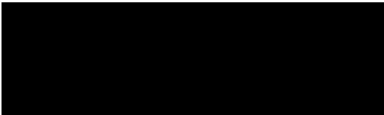


Royal
Regis
Regis
Regis
[Redacted]



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
Total	1,744.28

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
Greatledge Penhens.	£ 2000 : 00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 2000 : 00 p

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

10.12.7

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	<div style="display: flex; align-items: center;"> <div style="width: 40px; height: 40px; background-color: black; margin-right: 10px;"></div> <input style="width: 150px; height: 20px;" type="text"/> </div> <div style="text-align: center; margin-top: 5px;">£</div> <input style="width: 150px; height: 20px;" type="text"/> <div style="text-align: center; margin-top: 5px;">£</div>
<p>Comments</p>	



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

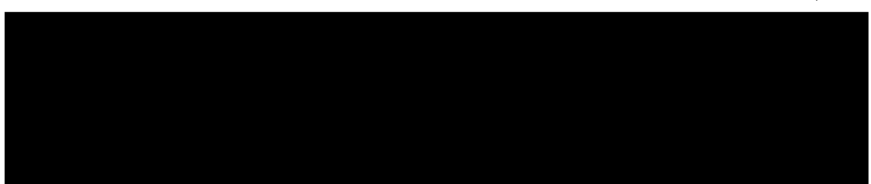
Quantity	Description	Price £
[Redacted]	Parliamentary Report, A3, 4 colour NOVEMBER 2007	2000.00
[Redacted]		

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

GREATLEDGE PRINTERS £ 1900 : 00 p

(COMMUNITY NEWS LEAFLET) £ : p

£ : p

£ : p

£ : p

£ : p

£ : p

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

Data protection

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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>		£		£
	£				
	£				
Comments					



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

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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

[Redacted Signature]

MP

Date

16.8.7.

Data protection

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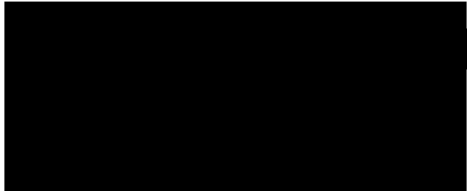
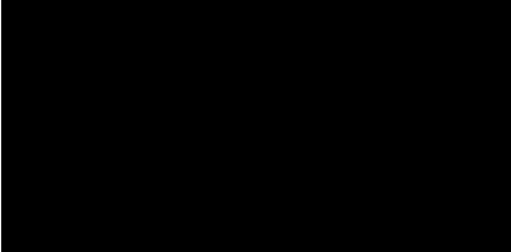
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Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	



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

Invoice

To
 IVAN LEWIS MP



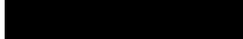
Account held at
 IVAN LEWIS MP



Customer account number



Legal entity number

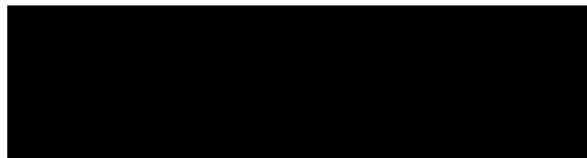


Terms
 10 days

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
		Total Due	633.29

