



# Communications Allowance Member's reimbursement form

07/08

3 MAY 2007

Comms1

page 1 of 2

3 MAY 2007

(11)

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

J. FITZPATRICK

Constituency

POPULAR

Office use only

Cost: M \_\_\_\_\_ Supp/Res ID 71 \_\_\_\_\_

## 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 \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Allowance year 07 / 08

Description of service or goods

Amount

INK - Mt. Blanc

£ 25 : 80 p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

Total

£ 25 : 80 p

Office use only

## Authorisation and declaration

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

Signature

MP

Date

30.5.07

**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 SW1A 0AA

**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

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£
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£
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**Comments**

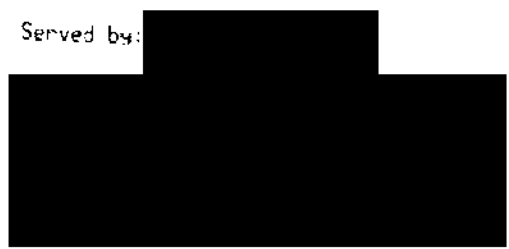
# MONT BLANC



Customer:

1	18275			
	INKCARTP	BLACK 1PAC		
	6.00	2.15		12.90
2	18278			
	INKCARTR	BLUES 1PACK		
	6.00	2.15		12.90
	TOTAL		GBP	25.80
	VISA		GBP	25.80
	17.50% VAT		GBP	3.84

Served by:





Communications Allowance  
Direct payment of suppliers

31 MAY 2007

Comms2

page 1 of 2

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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

J. FIRZPATRICK

Constituency

POPLAR

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 \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Allowance year

07, 08

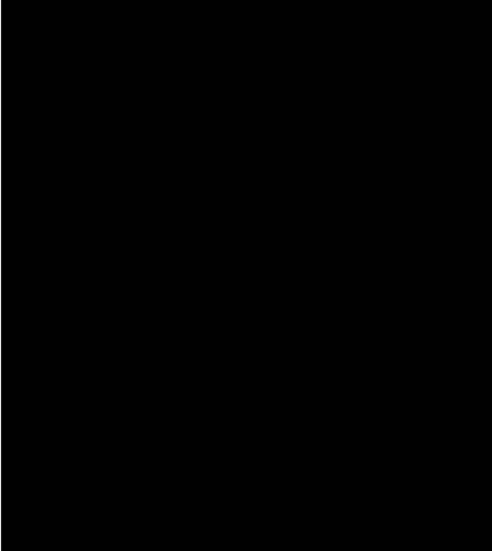
Suppliers

Amount

BT	£ 73 : 85 p
Banner	£ 75 : 05 p
u	£ 27 : 06 p
Banner	£ 3 : 55 p
u	£ 6 : 47 p
	£ : p
	£ : p
	£ 175 : 96 p

Office use only

Allow / Supp ID / Exp Type



Authorisation and declaration

- I confirm that the above costs are in respect of costs incurred wholly, exclusively in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

30.5.07

**Data protection**

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**Send your completed form to**

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

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

# Credit Note

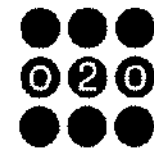
\*\*\*\*\*  
 \* CREDIT NOTE  
 \* \*\*\*\*\*

Credit To :

Jim Fitzpatrick MP

Credit To :

Jim Fitzpatrick MP



office2office

Banner Business Supplies Limited

Page 1 Of 1 Date 22/05/2007  
 Acc.No. Order Date 20/05/2007  
 Order  
 C.A.R.

Delivered To :

Jim Fitzpatrick MP

Sales Order No

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total excl VAT	VAT Rate	Line VAT
6		9240028	BANNER RUBBER GRIP GEL INK PEN BLUE Quantity returned : 2 This credit refers to original order D3266682 and Invoice No 17747437	-2	BOX10	1.5100	20/05/07 20/05/07 20/05/07 20/05/07	-3.02	17.50	-0.53

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pa



V.A.T. Summary			Sales Order Total (VAT excl)	-3.02
Rate	Taxable Sum	V.A.T. Amount	CREDIT GOODS	-3.02
17.50	-3.02	-0.53	CREDIT V.A.T.	-0.53
VAT Registration : GB			CREDIT TOTAL	-3.55
Settlement : None				
Discount Terms :				



# Credit Note

\*\*\*\*\*  
 \* CREDIT NOTE \*  
 \*\*\*\*\*

Credit To :  
 Jim Fitzpatrick MP  
 [Redacted]

Credit To :  
 Jim Fitzpatrick MP  
 [Redacted]



Banner Business Supplies Limited

[Redacted]

Page 1 Of 1 Date 22/05/2007  
 Acc.No. [Redacted] Order Date 20/05/2007  
 Order [Redacted]  
 C.A.R. [Redacted]

Delivered To [Redacted]  
 Jim Fitzpatrick MP  
 [Redacted]

Sales Order No. [Redacted]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total excl VAT	VAT Rate	Line VAT
2		0500690	PAPERMATE STICK 2020 MEDIUM PEN BK Quantity returned : 1 This credit refers to original order D3266682 and Invoice No 17747437	-1	BOX50	5.5100	20/05/07 20/05/07 20/05/07 20/05/07	-5.51	17.50	-0.96

[Redacted]

V.A.T. Summary			Sales Order Total (VAT excl)	-5.51
Rate	Taxable Sum	V.A.T. Amount	CREDIT GOODS	-5.51
17.50	-5.51	-0.96	CREDIT V.A.T.	-0.96
VAT Registration : GB [Redacted]			CREDIT TOTAL	-6.47
Settlement : None				
Discount Terms :				



# Invoice



office2office

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED] \*  
 \*\*\*\*\*

Invoice To :

Jim Fitzpatrick MP  
 [REDACTED]

Charge To :

Jim Fitzpatrick MP  
 [REDACTED]

**Banner Business Supplies Ltd**  
 [REDACTED]

Page 1 of 1 Date 23/05/2007

Acc. No. [REDACTED] Order Date 22/05/2007

Order [REDACTED]

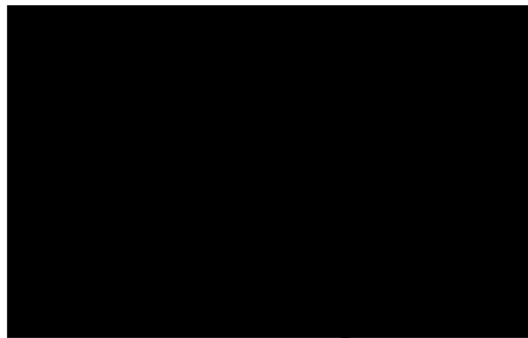
C.A.R.

Delivered To :

Jim Fitzpatrick MP  
 [REDACTED]

Sales Order: [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0405122	CRYSTALFILE FS LINKED SUSP FILE GN	1	BOX50	23.0300	22/05/07	23.03	17.5	4.03



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	23.03	4.03

Sales Order Total (VAT excl) 23.03

INVOICE GOODS	23.03
INVOICE V.A.T.	4.03
<b>INVOICE TOTAL</b>	<b>27.06</b>

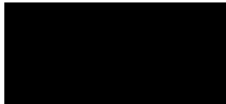
VAT Registration : GB [REDACTED]

Settlement : None  
 Discount Terms :





Your account number



Date  
**22 May 2007**

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



MR J FITZPATRICK



Bringing it all together

# BT Together Option 1

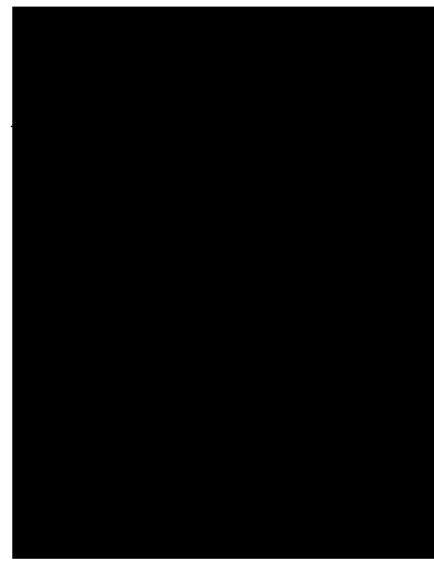
Bill for

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**Total now due** **£ 73.85**

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*Please make sure we receive the total now due by  
2 June 2007.*



# Invoice

\*\*\*\*\*  
 \* INVOICE NO. [REDACTED] \*  
 \*\*\*\*\*  
 Invoice To :

Jim Fitzpatrick MP  
 [REDACTED]

Charge To :

Jim Fitzpatrick MP  
 [REDACTED]



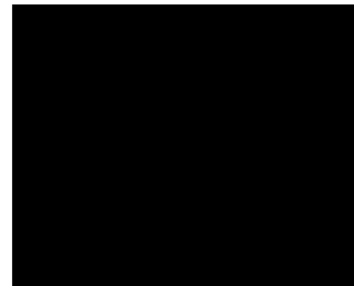
**Banner Business Supplies Ltd**  
 [REDACTED]

Page 1 Of 1 Date 20/05/2007  
 Acc.No [REDACTED] Order Date 15/05/2007  
 Order [REDACTED]  
 C.A.R.

Delivered To [REDACTED]  
 Jim Fitzpatrick MP  
 [REDACTED]

Sales Order No [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0986871	TONER CARTRIDGE DELL 1600N 3K CARTRIDGE P/N K4671 REF: 593-10044	1	EACH	49.4200	18/05/07	49.42	17.5	8.65
2		0500690	PAPERMATE STICK 2020 MEDIUM PEN BK	1	BOX50	5.5100	15/05/07	5.51	17.5	0.96
3		9310038	BANNER E/TEAR ADH TAPE 24mmx33m	1	ROLL	0.7300	15/05/07	0.73	17.5	0.13
4		0410067	BLU TACK ADHESIVE 120g	1	PACK	0.9700	15/05/07	0.97	17.5	0.17
5		9095005	BANNER SELF STICK NOTE 76x127mm YE	1	PACK12	1.7700	15/05/07	1.77	17.5	0.31
6		9240028	BANNER RUBBER GRIP GEL INK PEN BLUE	2	BOX10	1.5100	15/05/07	3.02	17.5	0.53
7		9330003	BANNER ABS 2H PERFORATOR 12SHT BK	1	PUNCH	2.4500	15/05/07	2.45	17.5	0.43



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	63.87	11.18

Sales Order Total (VAT excl) 63.87

INVOICE GOODS	63.87
INVOICE V.A.T.	11.18
<b>INVOICE TOTAL</b>	<b>75.05</b>

Settlement : None  
 Discount Terms :

