



Communications Allowance
Direct payment of suppliers

19 FEB 2008

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

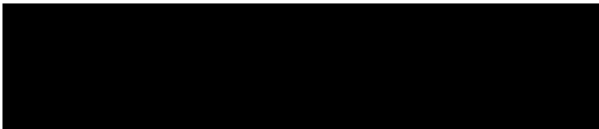
Name in CAPITAL LETTERS

JOAN RUDDOCK

Constituency

LEWISHAM & DEPTFORD

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 / / to / /

Allowance year

07/08

Suppliers

Amount

BANNER

£ 12.31 p

£ p

£ p

£ p

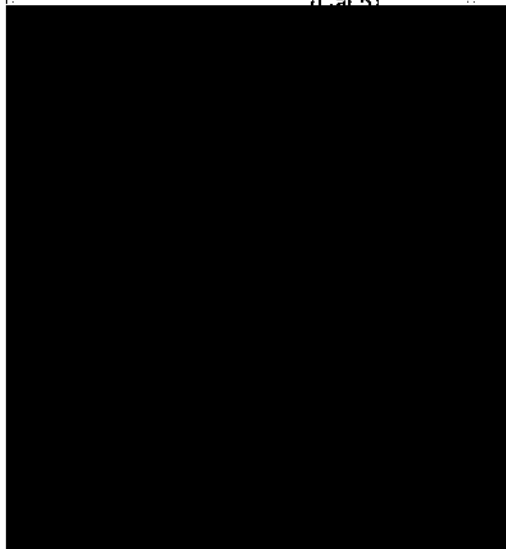
£ p

£ p

£ p

£ p

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

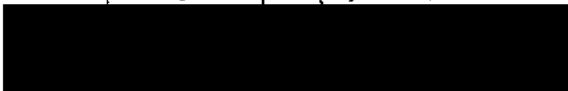


22/2/08

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

18/2/2008

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



PAYMENT SLIP
 Please see reverse
 for terms of business
 and how to pay

Joan Ruddock MP
 [REDACTED]

Charge To :
 Joan Ruddock MP
 [REDACTED]

Banner Business Supplies Ltd
 [REDACTED]

Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 31/01/2008
 Amt. Due : 12.31

Page 1 Of 1 Date 31/01/2008
 Acc.No [REDACTED] Order Date 30/01/2008
 Order [REDACTED]
 C.A.R.

Delivered To [REDACTED]
 Joan Ruddock MP
 [REDACTED]

Sales Order No [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	J.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		2040363	EVOLVE BUSINESS PAPER A4 80g WHITE	1	9X2500	10.4800	30/01/08	10.48	17.5	1.83



V.A.T. Summary			Sales Order Total (VAT excl)		10.48	
Rate	Taxable Sum	V.A.T. Amount			INVOICE GOODS	10.48
17.50	10.48	1.83	VAT Registration :	[REDACTED]	INVOICE V.A.T.	1.83
			Settlement :	None	INVOICE TOTAL	12.31
			Discount Terms :			

Please return the slip
 from final page of invoice with your payment by

28/02/2008





Communications Allowance
Member's reimbursement form

20 JUN 2007

Comms1
page 1 of 2

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

JOAN RUDDOCK

Constituency

LEWISHAM DEPTFORD

Office use only

Cost

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 19 / 06 / 07 to

1 / 1 /

Allowance year

1 /

Description of service or goods

Amount

POSTAGE

£ 72 .00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 72 .00 p

Office use only

Allow. / Exp. Type (cat5)

Authorisation and declaration

Signature

[Redacted Signature]

wholly, exclusively and necessarily

MP

Date

[Redacted Date] 19.07

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

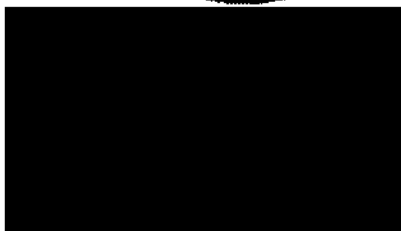
Validation completed

--	--

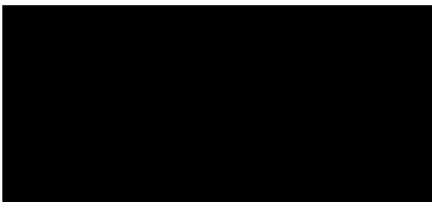
£ 72-00

£

Comments



S/a 2ndx100			
3	0	24.00	72.00
TOTAL DUE TO POST OFFICE			72.00
Cheque	FROM CUSTOMER		72.00
BALANCE			0.00





FINANCE & ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Member's reimbursement form

Comms1

page 1 of 2

10 JAN 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

JUAN RUDDOCK MP

Constituency

LEWISHAM DEPTFORD

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 ___/___/___ to ___/___/___

Allowance year 2007, 2008

Description of service or goods	Amount
POSTAGE	£ 720 : 00 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only
Allow. / Exp. Type (cat5)

Total

£ 720 : 00 p

Authorisation and declaration

incurred wholly, exclusively and necessarily

Signature

[Redacted Signature]

MP

Date

10/1/2008



Communications Allowance
Direct payment of suppliers

21 JAN 2009
 VALIDATION
 21 JAN 2009
 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

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

JOAN RUDDOCK MP

Constituency

DEPTFORD & LEWISHAM

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 ___ / ___ / ___ to ___ / ___ / ___

Allowance year

Suppliers

Amount

BANNER

£ 173 : 59 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

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

Authorisation and declaration

Signature

in respect of costs incurred wholly,
 in respect of my Parliamentary duties.

MP

Date

8/10/2008

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 NO. [REDACTED] *
 * ***** *

Invoice To

Joan Ruddock MP

Charge To :

Joan Ruddock MP



15 JAN 2008

Banner Business Supplies Ltd

PAYMENT SLIP
 Please see reverse
 for terms of business
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 09/01/2008

Amt. Due : 173.59

Page 1 Of 1 Date 09/01/2008

Acc.No [REDACTED] Order Date 08/01/2008

Order [REDACTED]

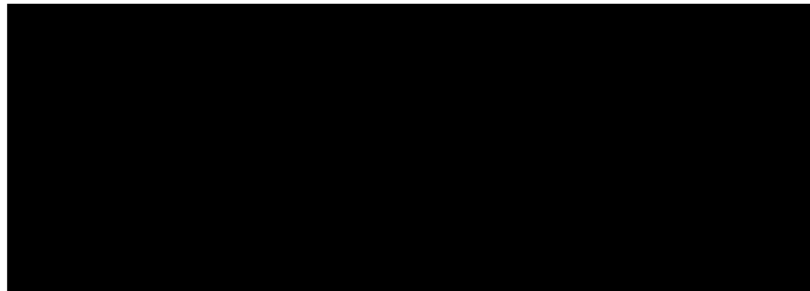
C.A.R.

Delivered To :

Joan Ruddock MP

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		2040363	EVOLVE BUSINESS PAPER A4 80g WHITE	1	BX2500	10.4800	08/01/08	10.48	17.5	1.83
2		2340927	XEROX A4 SYMP TINTED PAPER 80g 1/WH	1	BX2500	10.4200	08/01/08	10.42	17.5	1.82
			XEROX A4 SYMPHONY TINTED PAPER 80g				08/01/08			
			IVORY WHITE 003R93964				08/01/08			
3		3160712	BASILDON BOND ENV 110x220 100g WDW	6	BOX500	21.1400	08/01/08	126.84	17.5	22.20



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	147.74	25.85

Sales Order Total (VAT excl) 147.74

VAT Registration [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	147.74
INVOICE V.A.T.	25.85
INVOICE TOTAL	173.59

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

06/02/2008



Communications Allowance
Direct payment of suppliers

30 JAN 2008

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

JOAN RUDDOCK

Constituency

LEWISHAM & DEPTFORD

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 / / to / /

Allowance year

07/08

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Rows include DELL (£540.50p) and BANNER (£12.24p).

Office use only

Allow. / Supp ID / Exp. Type. /

Authorisation and declaration

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

Signature

MP

Date

29/01/08

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.

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



29 JAN 2008

Invoice

Invoice to:

Deliver To:

Joan Ruddock MP ✓

Item No.	Description	Quantity	Unit Price	Net
593-10122	Dell - 5110cn - Yellow - Standard Capacity Toner	1	104.00	104.00
593-10118	Dell - 5110cn - Cyan - Standard Capacity Toner	1	104.00	104.00
800-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00
593-10124	Dell - 5110cn - Magenta - Standard Capacity Toner	1	104.00	104.00
593-10121	Dell - 5110cn - Black - High Capacity Toner	1	44.00	44.00
593-10191	Dell - 5110cn - Imaging Drum and Transfer Roller	1	104.00	104.00

VAT Summary

VAT Type	VAT Rate %	GBP Total Net £	GBP VAT £
S	17.5	460.00	80.50

	GBP
Subtotal	460.00
Freight	0.00
VAT £	80.50
Total	540.50 ✓

Tag Nos.

Invoice

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

29 JAN 2008



PAYMENT SLIP
 Please see reverse
 for terms of business
 and how to pay

Joan Ruddock MP
 [REDACTED]

Charge To :
 Joan Ruddock MP ✓

Banner Business Supplies Ltd

[REDACTED]

Acc. No. : [REDACTED] ✓

Inv. No. : [REDACTED]

Page 1 of 1 Date 17/01/2008
 Acc.No [REDACTED] Order Date 15/01/2008
 Order [REDACTED]
 C.A.R.

Delivered To :
 Joan Ruddock MP
 [REDACTED]

Inv. Date: 17/01/2008 ✓

Amt. Due : 12.24 ✓

Sales Order No [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (exc)	VAT (VAT) Rate	Line VAT
1		2040927	XEROX A4 SYMP TINTED PAPER 80g I/WH XEROX A4 SYMPHONY TINTED PAPER 80g IVORY WHITE 003R93964	1	BX2500	10.4200	16/01/08 16/01/08 16/01/08	10.42	17.5	1.82

[REDACTED]

Please return the slip
 from final page of invoice with your payment by

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	10.42	1.82

Sales Order Total (VAT excl) 10.42

INVOICE GOODS	10.42
INVOICE V.A.T.	1.82
INVOICE TOTAL	12.24

Settlement : None
 Discount Terms :



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

JOAN RUDDOCK MP

Constituency

LEWISHAM DEPTFORD

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 Feb 08 to / /

Allowance year / /

Description of service or goods

Amount

Description of service or goods	Amount
Stamps. 2nd class.	£ 1008.00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Exp. Type (cat5)

Total

£ : p

Authorisation and declaration

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

Signature

[REDACTED]

MP

Date

Feb 25.08.

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.

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

--	--



£1008.00

£

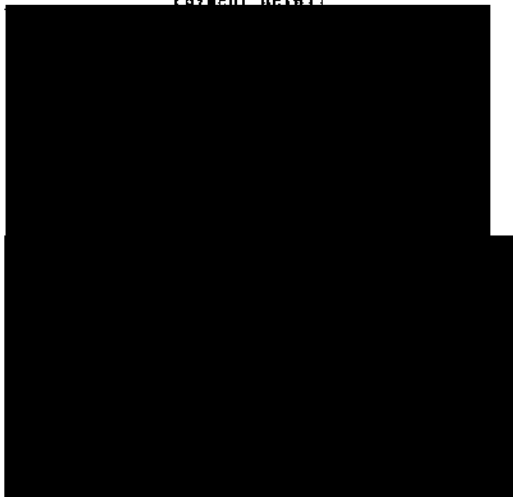
Comments

--



S/a 2ndx100		
42 @	24.00	1008.00
TOTAL DUE TO POST OFFICE		1008.00
Mastercard	FROM CUSTOMER	1008.00
BALANCE		0.00

Payment Retail





Communications Allowance
Direct payment of suppliers

VALIDATION
12 MAR 2008
RECEIVED

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

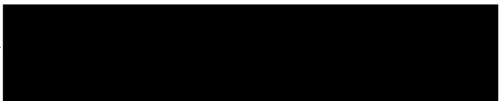
Name
in CAPITAL LETTERS

JOAN RUDDOCK

Constituency

LEWISHAM & DEPTFORD

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 ___/___

Suppliers

Amount

BANNER

£ 148.48 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

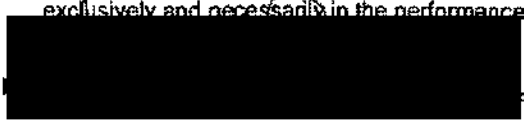
£ : p

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

11/03/2008

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 NO. [REDACTED] *
 * ***** *

Invoice To

Joan Ruddock MP

[REDACTED]

Charge To :

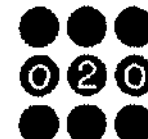
Joan Ruddock MP

[REDACTED]

Delivered To

Joan Ruddock MP

[REDACTED]



office2office

Banner Business Supplies Ltd

[REDACTED]

Sales Order No

[REDACTED]

Page 1 Of 1 Date 05/03/2008

Acc.No [REDACTED] Order Date 04/03/2008

Order [REDACTED]

C.A.R.

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 05/03/2008

Amt. Due : 148.48

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		2040363	EVOLVE BUSINESS PAPER A4 80g WHITE	2	BX2500	10.4800	04/03/08	20.96	17.5	3.67
2		2040927	XEROX A4 SYMP TINTED PAPER 80g I/WH	2	BX2500	10.4200	04/03/08	20.84	17.5	3.65
			XEROX A4 SYMPHONY TINTED PAPER 80g				04/03/08			
			IVORY WHITE 003R93964				04/03/08			
3		3160712	BASILDON BOND ENV 110x220 100g WDW	4	BOX500	21.1400	04/03/08	84.56	17.5	14.80

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	126.36	22.12

Sales Order Total (VAT excl)

126.36

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	126.36
INVOICE V.A.T.	22.12
INVOICE TOTAL	148.48

Please
 return
 the slip

from final page
 of invoice with
 your payment
 by

02/04/2008

[REDACTED]



Commons

18 MAR 2008

Incidental Expenses Provision

C1

Member's reimbursement form

[Redacted]

of 2

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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

JOHN RUDDOCK

Constituency

LEWISHAM (DARTFORD)

Office use only

Costc

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above.
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 / 1

to 1 / 1

Financial year

07/08

Office use only

Allow or Exp/

Description of service or goods

Amount

Item 1

Camera

£ 140 : 00 p

Item 2

£ : p

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

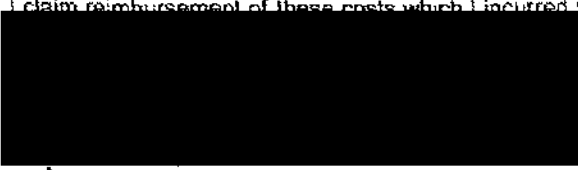
Total

£ 140 : 00 p

continued on page 2

Authorisation and declaration

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

Signature  MP

Date March 17. 08

Data protection

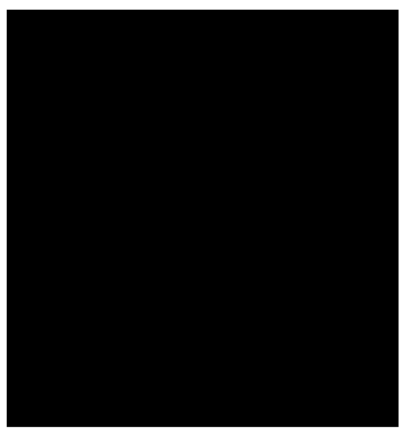
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information 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

Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Cosic		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/documentation present		/ /
Processing		
Input		/ /



Input subtotals pdr Cat 5	
£	
£	
£	
£	140.00
£	
£	
£	
£	140.00

Comments





Communications Allowance
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

JOAN RUDDOCK

Constituency

LEWISHAM & DEPTFORD

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 2007 / 2008

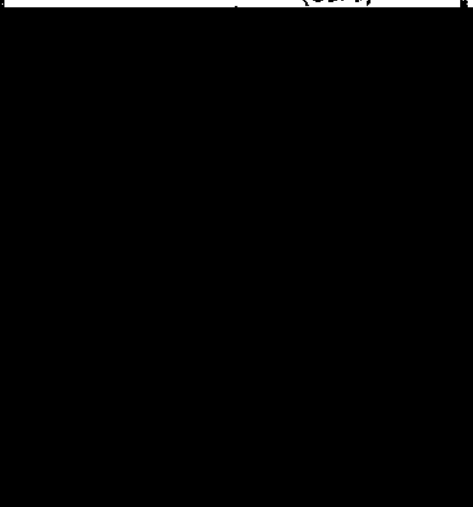


Suppliers

Amount

<u>PITNEY BOWES</u>	<u>£2927.76</u> p
<u>PITNEY BOWES</u>	<u>£1678.24</u> p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

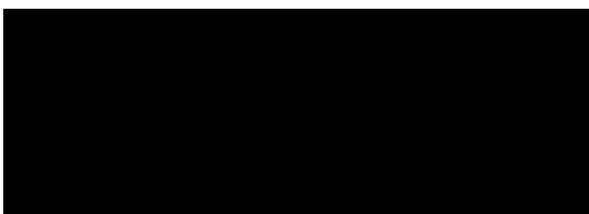
Office use only
Allow. / Supp ID / Exp.Type (Cat 5)



Authorisation and declaration



Signature



of costs incurred wholly,
by Parliamentary duties.

MP

Date

18/3/2008

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

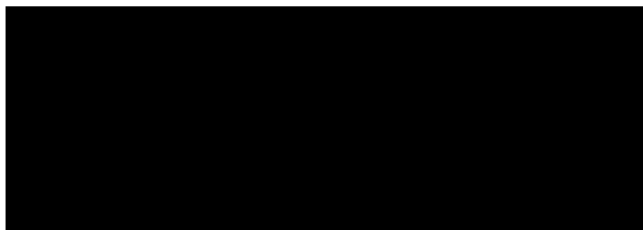


Engineering the flow of communication™

UK Mailing

Sale of Equipment

OFFICE OF JOAN RUDDOCK MP

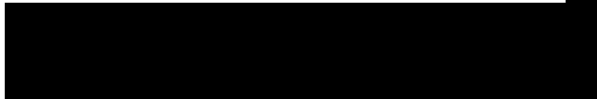


For the attention of the Accounts Payable Dept.

Your Account No. [REDACTED]

Customer Order Details

PO No. [REDACTED] Date 14.02.2008
 Name: [REDACTED] Tel No. [REDACTED]
 Supplier No. [REDACTED] PB Ref. [REDACTED]



Invoice Summary

Please ensure that your payment reaches us by : 11.04.2008

Invoice No	Invoice Date	Date of Supply	Net Amount	Vat Amount	Amount Due
[REDACTED]	12.03.2008	12.03.2008	1428.29	249.95	1678.24

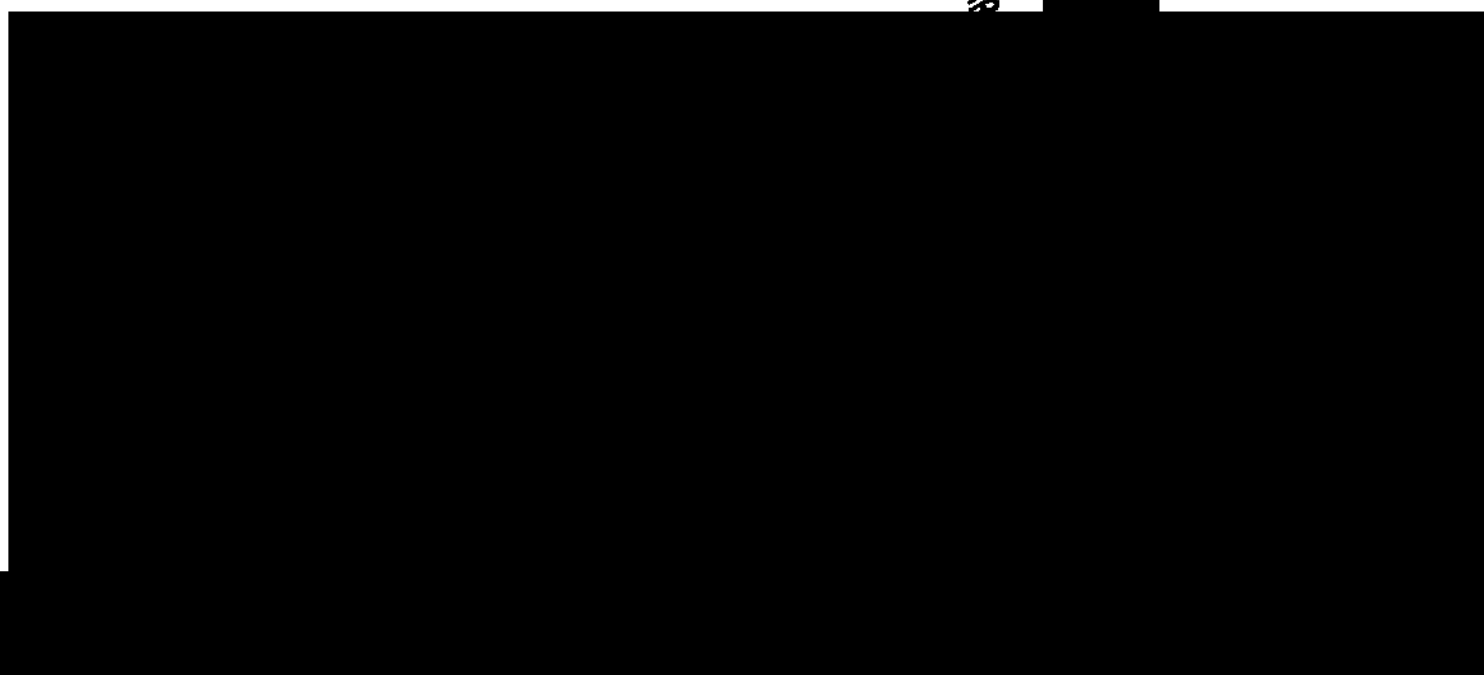
Currency: GBP

Invoice Details

Qty	Description & Location	Product Ref/ Serial No	Net Amount	Vat Rate
1	Mailing equip comprising of: DF400 FOLDER [REDACTED]	[REDACTED]	1421.00	17.50%
1	POWER LEAD	[REDACTED]	0.00	17.50%
	Total freight charges for Invoice	[REDACTED]	7.29	17.50%

End of transactions for invoice [REDACTED]

23 MAR





Engineering the flow of communication™

Sale of Equipment

UK Mailing

27 MAR 2008

Your Account No. [REDACTED]

OFFICE OF JOAN RUDDOCK MP [REDACTED]

Customer Order Details

PO No. [REDACTED] Date 14.02.2008
 Name: [REDACTED] Tel No. [REDACTED]
 Supplier No. [REDACTED] PB Ref [REDACTED]

For the attention of the Accounts Payable Dept. [REDACTED]

Invoice Summary

Please ensure that your payment reaches us by : 11.04.2008

Invoice No	Invoice Date	Date of Supply	Net Amount	Vat Amount	Amount Due
[REDACTED]	12.03.2008	12.03.2008	2491.71	436.05	2927.76

Currency: GBP

Invoice Details

Qty	Description & Location	Product Ref/ Serial No	Net Amount	Vat Rate
1	Mailing equip comprising of: [REDACTED] - UK POSTAGE METER (BLUE BEZEL) [REDACTED]	[REDACTED]	2479.00	17.50%
1	DM2001 LIFTER WITH DRAWER	[REDACTED]	0.00	17.50%

Transactions continue on the next page



DELETED



Communications Allowance
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

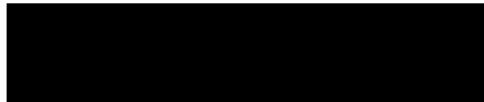
JOAN RUDDOCK

Constituency

LEWISHAM / DEPTFORD

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 ___/___/___ to ___/___/___

Allowance year

07/08 ✓

Suppliers

Amount

Office use only

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

PIANEY BOWERS

£149.08 p ✓

£ : p

£ : p

£ : p

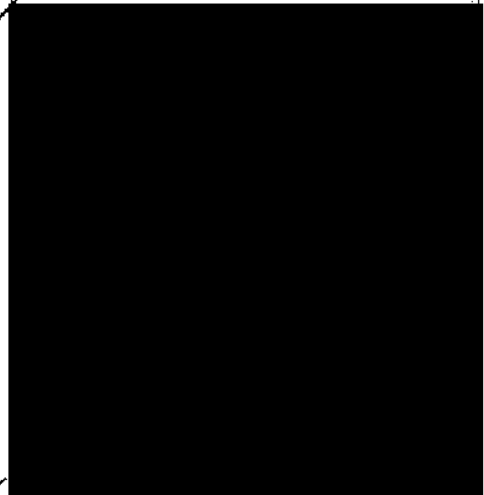
£ : p

£ : p

£ : p

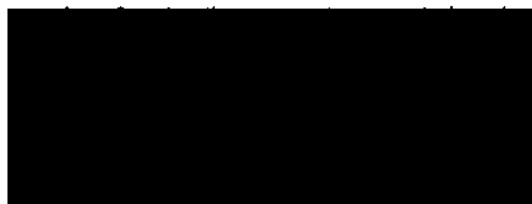
£ : p

£ 149.08 ✓



Authorisation and declaration

Signature



respect of costs incurred wholly,
of my Parliamentary duties.

MP

Date

4/4/2008

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



Engineering the flow of communication™

UK Mailing

03 APR 2008

Invoice No. [REDACTED]

Page 1 of 2

Invoice

Your Account No. [REDACTED]

OFFICE OF JOAN RUDDOCK MP



Customer Order Details

PO No. [REDACTED] Date 28.03.2008
Name [REDACTED] Tel No. [REDACTED]
Supplier No. [REDACTED] PB Ref [REDACTED]

For the attention of the Accounts Payable Dept.



Invoice Summary

Please ensure that your payment reaches us by : 27.04.2008

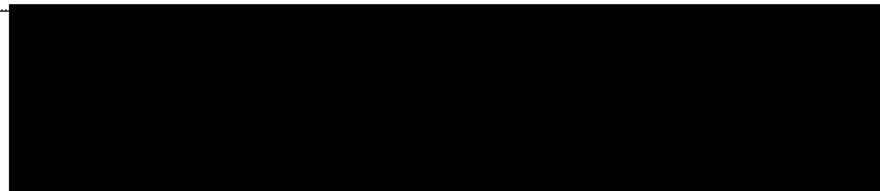
Invoice No	Invoice Date	Date of Supply	Net Amount	Vat Amount	Amount Due
[REDACTED]	28.03.2008	28.03.2008	126.88	22.20	149.08

Currency: GBP

Invoice Details

Qty	Description & Location	Product Ref/ Serial No	Net Amount	Vat Rate
1	INK CARTRIDGE - NON FLUORESCENT RED - DM [REDACTED]	[REDACTED]	61.95	17.50%
1	B FRANKING MACHINE CLEANING KIT(5PR)(C)	[REDACTED]	17.35	17.50%

Transactions continue on the next page



Vertical text on the left margin: Pitney Bowes, .com



Engineering the flow of communication™

UK Mailing

OFFICE OF JOAN RUDDOCK MP

Invoice

Your Account No. [REDACTED]

Invoice Details (Cont.)

Qty	Description & Location	Product Ref/ Serial No	Net Amount	Vat Rate
1	500/BOX DOUBLE SIDED LABEL	[REDACTED]	37.63	17.50%
	Total freight charges for invoice	[REDACTED]	9.95	17.50%
<i>End of Transactions for Invoice</i> [REDACTED]				



Communications Allowance
Direct payment of suppliers

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

JOAN RUDDOCK

Constituency

LEWISHAM & DEPTFORD

Office use only

Co

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

BANNER

£ 24 : 63 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

28/03/2008

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 NO. [REDACTED]

Invoice To : [REDACTED]

Joan Ruddock MP

[REDACTED]

DEBITIVE
 13 MAR 2008



Banner Business Supplies Ltd

[REDACTED]

Charge To :

Joan Ruddock MP

[REDACTED]

Delivered To :

Joan Ruddock MP

[REDACTED]

Page 1 OF 1 Date 06/03/2008

Acc. No. [REDACTED] Order Date 05/03/2008

Order [REDACTED]

C.A.R.

Sales Order No : [REDACTED]

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 06/03/2008

Amt. Due : 24.63

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.D.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		2040363	EVOLVE BUSINESS PAPER A4 80g WHITE	2	BX2500	10.4800	05/03/08	20.96	17.5	3.67

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	20.96	3.67

Sales Order Total (VAT excl) 20.96

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	20.96
INVOICE V.A.T.	3.67
INVOICE TOTAL	24.63

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

03/04/2008