



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

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

JOHN MANN

Constituency

BASSETLAW

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 30 / 03 / 2008 to 30 / 03 / 2008 Allowance year 2007 / 2008 ✓

Suppliers

Amount

BATLASS PRINTING COMPANY LTD £ 4,447.84 p ✓

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ 4447.84 ✓

Office use only

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

Authorisation and declaration

- I confirm that the costs claimed are in respect of costs incurred wholly, or in part, in connection with the performance of my Parliamentary duties.

Signature

MP

Date

29/5/08

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	<input type="text"/>
Comments 	

Bayliss Printing Company Limited

INVOICE

John Mann MP

Invoice Number

Date

30/3/2008

VAT Number

Account

Placed By

Order Number

Description	Qty	Price	Per	Discount	VAT%	Net Amount	VAT Amount
40,000 8pp Questionnaire printed 4 cols both sides	1	1,849.500	1		17.50	1,849.50	323.66
40,000 C5 Manilla envelopes printed black 1 side and folded in half	1	1,058.400	1		17.50	1,058.40	185.22
40,000 C5 Manilla window envelopes printed black 1 side	1	877.500	1		17.50	877.50	153.56

Deliver to

Terms 30 Days Net E&OE

Goods	3,785.40
Code VAT	
VAT %	
VAT	662.44
TOTAL DUE	4,447.84

Code	%	VAT Amt	Goods
S	17.50	662.44	3,785.40



Communications Allowance
Member's reimbursement form

Comms1

page 1 of 2

31 MAR 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

JOHN MANN

Constituency

BASSETLAW

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 20 / 03 / 08 to 28 / 03 / 08 Allowance year 2007/2008

Description of service or goods	Amount
FRAMAVINK POSTAGE	£ 100 : 00 p ✓
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 100 : 00 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

MP

Date

28/3/08

Data protection

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Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>	514500	<input type="text" value="£"/>
		514525	<input type="text" value="£"/>

Comments

Joanne White



FRAMALINK SERVICE BANK ACCOUNT DETAILS

Please note the following details. The funds for re-crediting purposes are to be credited to your account before your Sensonic Franking machine can be despatched.

CUSTOMER NUMBER - [REDACTED]
NAME: - OFFICE OF JOHN MANN MP
FAX NO: - [REDACTED]

Payment for **FRAMALINK POSTAGE ONLY** may be made direct into our bank account by TELEGRAPHIC TRANSFER, BACS/CHAPS or in an emergency by paying CASH ONLY (not cheques) over the counter of your nearest branch of Barclays Bank.

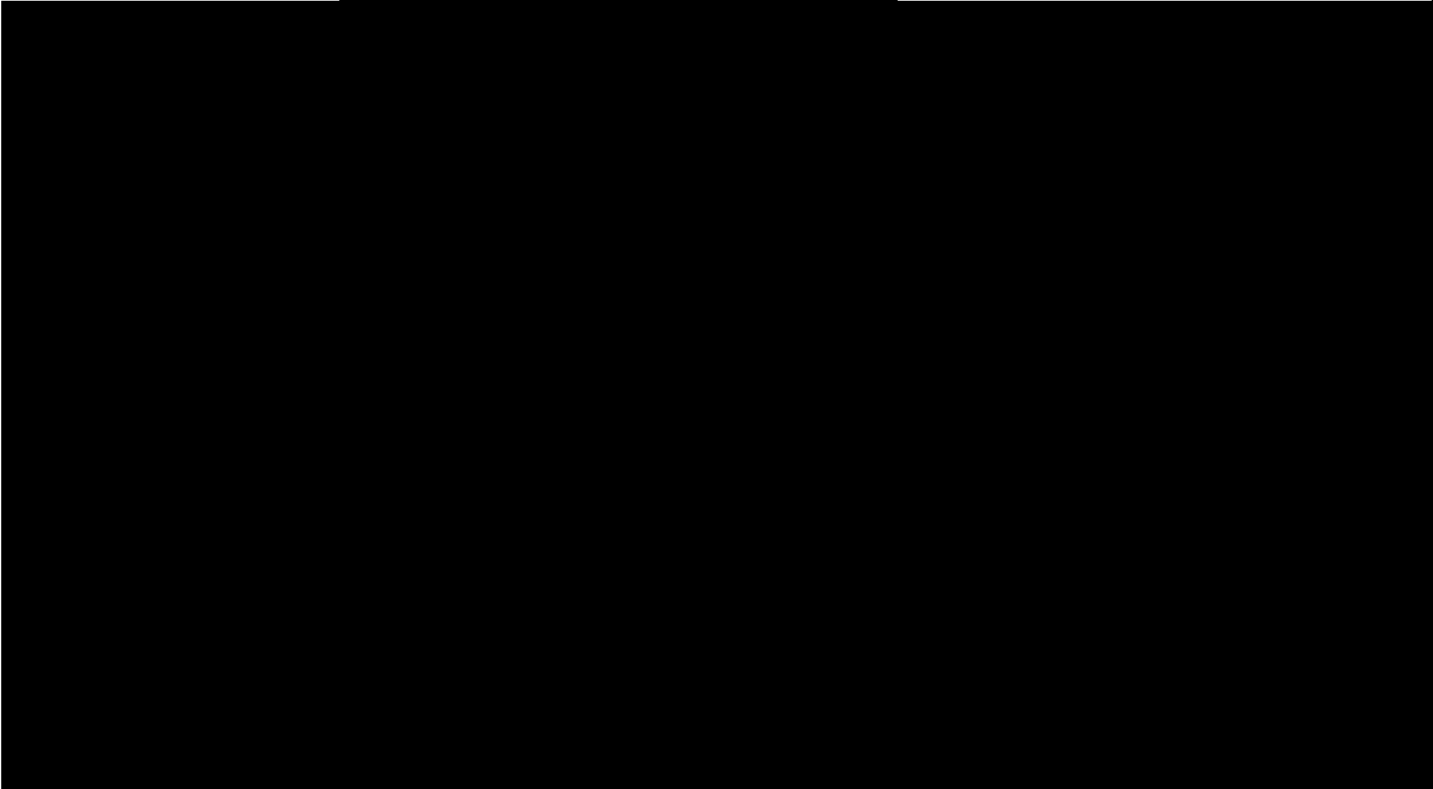
The account details are as follows:-

SORT CODE: [REDACTED]

ACCOUNT NO: [REDACTED]

ACCOUNT NAME: [REDACTED]

BANK DETAILS: [REDACTED]



This form may be used for multiple cheques which are coded to the same account and analysis codes. In this case, the total value of cheques should be given in the amount column and a note of the number of cheques included in the total should be made in the remarks box. A general description for the receipts may be given, but details of the invoice/reference for each payment should be written on the reverse of each cheque.

Cheque Payee: House of Commons: Members

Account Code	Amount		Cost C	Piro	Who	Exp_Type	Description
	£	p					
	417	48		04/05			Refund for duplicate payment
	417	48		05/06			
	417	48		06/07			
	208	74		07/08			
Total	1461	18					

COMPLETED BY:

Signature: _____

Name: _____

Date: _____

26-2-08

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.



GE Financial Services Finance
Equipment Financing

John Mann MP

13th February 2008

Dear Sir,

Agreement number [REDACTED]

I am responding to your letter dated 11th February 2008, regarding the overpayments for the above lease agreement. I have investigated this and can see that you have been over paying each quarter. Therefore I have requested a refund of these payments totalling £1461.18, made up of 14 payments of 104.37. We will be in contact to confirm when the refund will be sent to yourselves.

If you have any questions or queries please do not hesitate to contact us,

Many Thanks,

Customer Services



GE Capital
Equipment Finance


Mr John Mann Mp
Mr John Mann (MP)

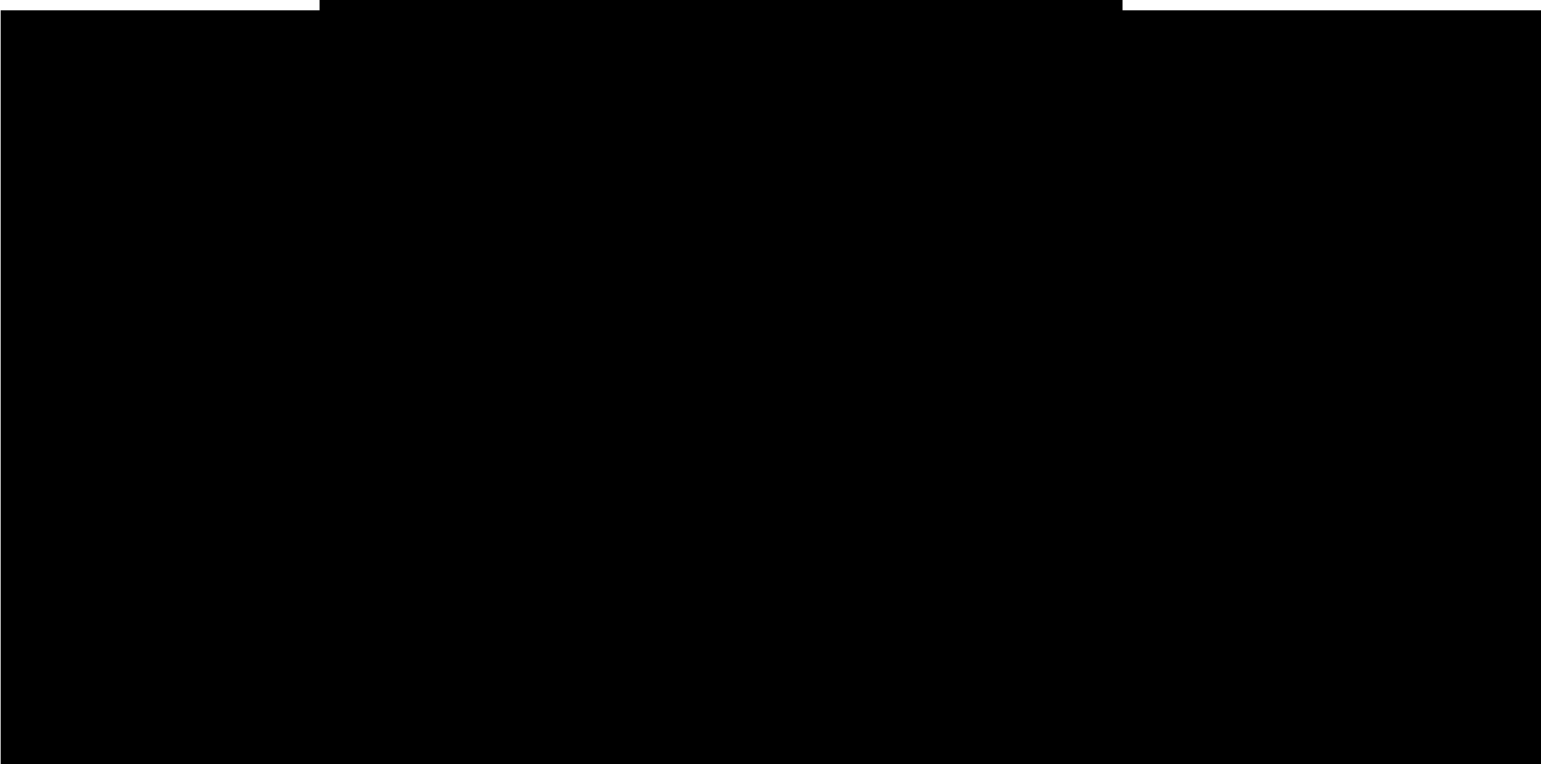


Issue date 20/02/2008

Page 1 of 1

Supplier No: 00
Supplier Site:

Type	Invoice Number	Invoice Date	Reference	Amount
				
			Total Payable	1461.18



FORM

CORRECTION TO GENERAL LEDGER

Finance and Administration Prepared by: <i>(print and sign)</i> [Redacted] Authorised by: <i>(print and sign)</i> [Redacted] Date: [Redacted]	Reason for Amendment: Cheque sent for prior year refund.
---	--

Transfer Description	Account Code								Debit £	Credit £
		Cost Centre	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7		
	[Redacted]	[Redacted]	04/05				[Redacted]			417.48
	[Redacted]	[Redacted]	"						417.48	
	[Redacted]	[Redacted]	05/06							417.48
	[Redacted]	[Redacted]	"						417.48	
	[Redacted]	[Redacted]	06/07							417.48
	[Redacted]	[Redacted]	"						417.48	

Total	1252.44.	1252.44.
-------	----------	----------

All backing documentation must be attached to this form and filed in the Correction Journal file.

Transaction Reference:

Date received:
Date Input onto Computer:

Input by: *(Signature)*
Checked by: *(Signature)*



FINANCE & ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

020 7219 1340

When to use this form

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About filling in this form

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Your details

Name
in CAPITAL LETTERS

JOHN MANN

Constituency

BASSETLAW

Office use only Cost: [REDACTED]

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 13 / 02 / 08 to 13 / 02 / 08

Allowance year

2007 / 2008

Suppliers	Amount
<u>ROYAL MAIL</u>	<u>£ 112 : 05 p</u>
_____	£ _____ : _____ 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 [REDACTED] performance of my Parliamentary duties.

Signature

[REDACTED]

MP

Date

1/3/08

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



Royal Mail



number

date

Feb 2008

1 of 1

To JOHN MANN MP

000000

Invoice

for your reducing credit balance account

Account held at JOHN MANN MP

Customer account number

Terms 30 days

Legal entity number

Please pay by 14 Mar 2008

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(g)	Unit cost (£)	Net value	VAT
------------	------------------------	-------------------------------	--------	---------------------	-----------	---------------	-----------	-----

RESPONSE PLUS LICENCE
1

70.55 E

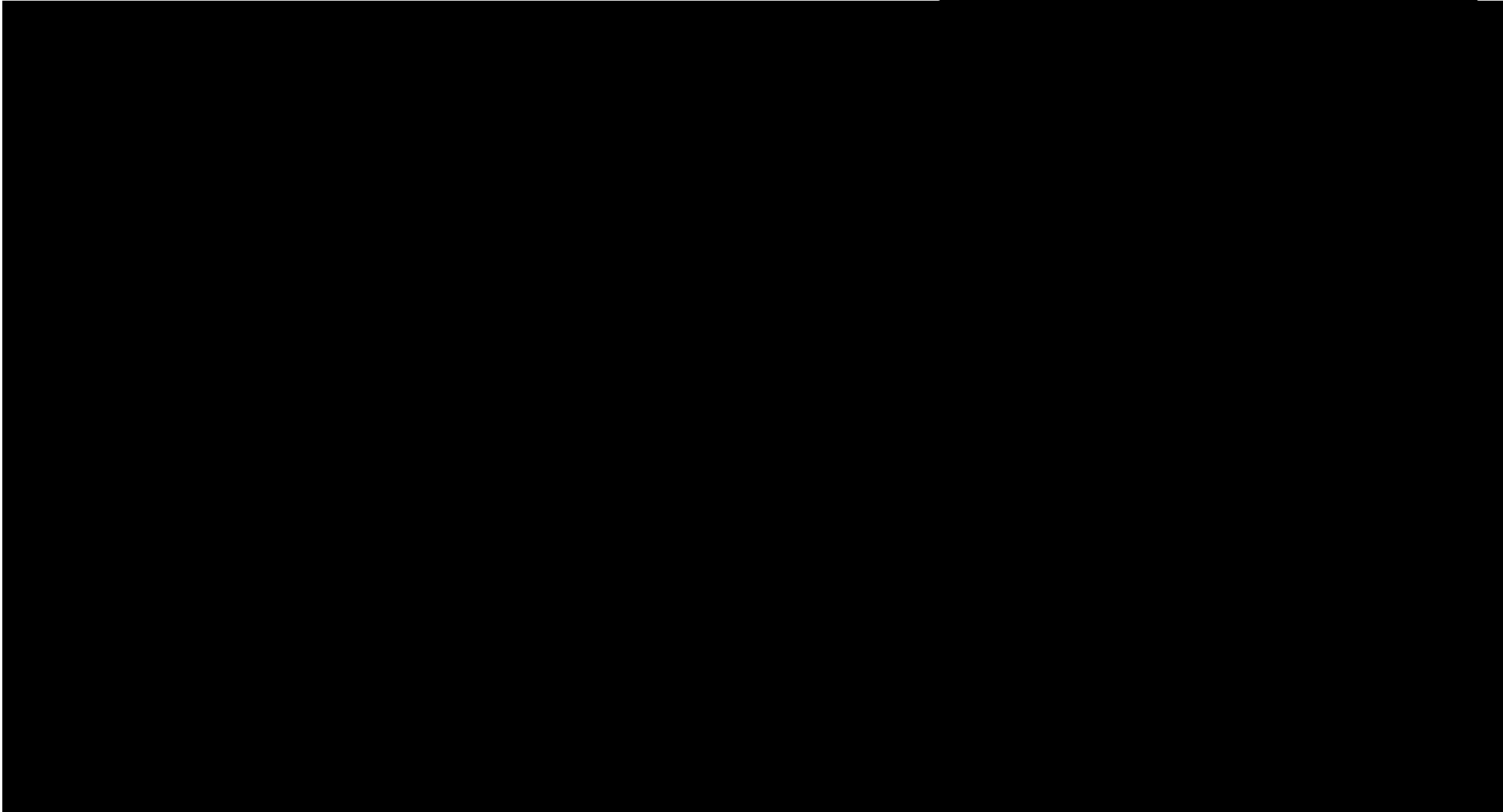
Total Net 70.55

Total VAT E = exempt 0.00

Total 70.55

Including this usage your balance is now 70.55 DR

To maintain your credit balance please pay 112.05





Communications Allowance
Direct payment of suppliers

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Your details

Name
in CAPITAL LETTERS

JOHN MANN

Constituency

BASSETLAW

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 26/12/07 to 21/01/08 Allowance year 2007/2008

Suppliers

Amount

<u>WEST STOCKWICH PARISH COUNCIL</u>	<u>£ 5 :00 P</u>
<u>RAYLISS PRINTING Co LTD</u>	<u>£ 1695 :73 P</u>
<u>MEOS TOGETHER</u>	<u>£ 45 :00 P</u>
_____	£ _____ : _____ 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

1/2/09

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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

Bayliss Printing Company Limited

INVOICE

John Mann MP

Invoice Number

Date

VAT Number

Account

Placed By

Order Number

31/12/2007

Description	Qty	Price	Per	Discount	VAT%	Net Amount	VAT Amount
Job No [REDACTED] 20,000 A4 Letterheads-House of Commons	1	799.000	1		17.50	799.00	139.83
Job No [REDACTED] 7500 C5 Plain Envelopes	1	268.000	1		17.50	268.00	46.90
Job No [REDACTED] 1000 Surgery dates Leaflets 2008	1	442.000	1		0.00	442.00	0.00

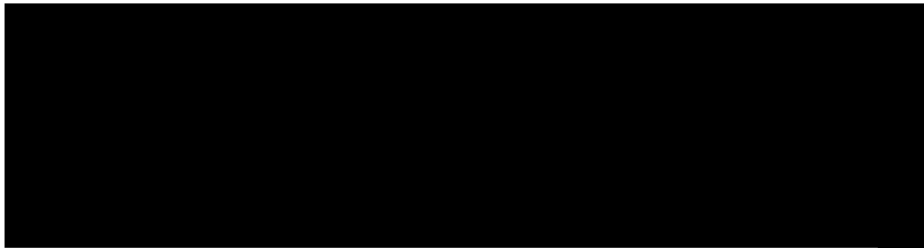
Deliver to

Terms 30 Days Net E&OE

John Mann MP

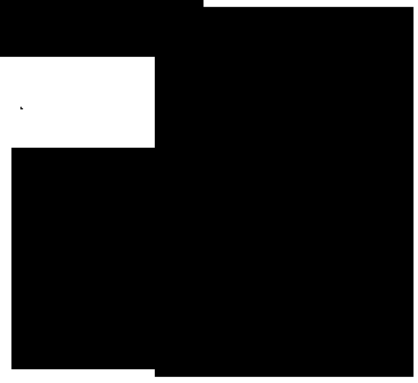
Goods	1,067.00
	442.00
Code VAT	S
	Z
VAT%	17.50
	0.00
VAT	186.73
TOTAL DUE	1,695.73

WEST STOCKWITH PARISH COUNCIL

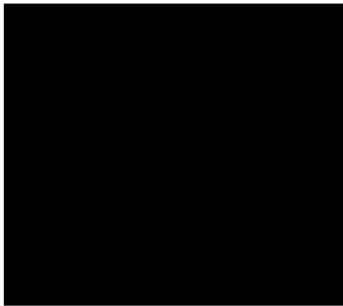


26 December 2007 ✓

Mr John Mann MP



INVOICE

To supply advertising space in <i>West Stockwith Parish News</i> 	£5.00
TOTAL	£5.00 ✓

HEDS TOGETHER



21st January, 2008

John Mann, MP,


Dear Mr Mann,

Thank you for advertising in HEDS over the last year. Your subscription for your advertisement, however, does expire after February's edition, currently in preparation at the printers.

I do hope you would wish to continue placing your business with us, and accordingly I would advise you that the current rate for an advertisement of the size you have placed is £4.50 per month, pro rata, or £45.00 for a full year.

Should you wish to renew your subscription, I would ask you to forward a cheque, made payable to "HEDS Together" for the appropriate amount. In order to contain costs, a receipt will only be issued against a stamped addressed envelope. Additionally, should you wish to modify your current advertisement in any way, please do not hesitate to contact me.

Looking forward to hearing from you, and thanking you for your attention.

Yours sincerely,



Hon Treasurer




Communications Allowance
Direct payment of suppliers

VALIDATION
14 JAN 2008
RECEIVED

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- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

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- 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 MANN

Constituency

BASSETLAW

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 18 / 12 / 2007 to 18 / 12 / 2007 Allowance year



Suppliers

Amount

Suppliers	Amount
G E CAPITAL EQUIPMENT FINANCE LTD	£ 122 : 63 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Supp ID / Exp.Type (Cat 6)



Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

1/1/08

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**



GE CAPITAL EQUIPMENT FINANCE LTD

Mr John Mann Mp

INVOICE

Agreement Number	[REDACTED]
Invoice Number	[REDACTED]
Master Agreement Number	
Invoice Date & Tax Point	18/12/2007
Your Reference	
Equipment Location	

Period Covered: 01/02/2008 to 30/04/2008

Equipment Details	E&VAT £	VAT Rate	VAT £	Total £
1 Horizon P1 P310 Folder	104.37	17.50	18.26	122.63
Sub Totals	104.37		18.26	122.63

Direct Debit The Hassle Free Payment

To pay by direct debit just complete and return the form printed overleaf

Total Payable	122.63
----------------------	---------------

Payment Due Date	01/02/2008
-------------------------	-------------------



Communications Allowance
Direct payment of suppliers

18 DEC 2007

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

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- 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 MANIN

Constituency

BASSETLAW

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 27 / 11 / 2007 to 05 / 12 / 2007 Allowance year 2007 / 2008

Suppliers

Amount

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

FREEPHONE OFFSET	£ 141 : 00 p	
'' ''	£ 12 : 73 p	
'' ''	£ 88 : 85 p	
	£ 60 : 00 p	
	£ : p	
	£ : 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

I [Redacted]

MP

Date

17/12/07

Data protection

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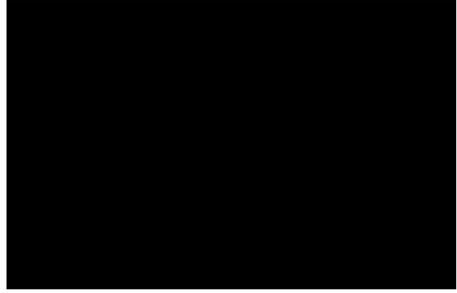
Office use only

Initials / Date

Validation completed

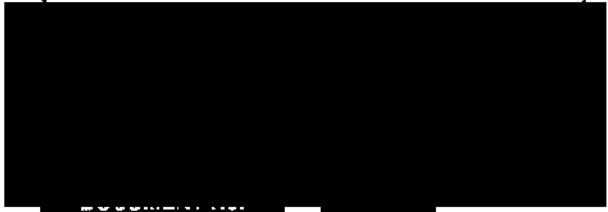
Comments

Freelance Offset Services Ltd.



Invoice

Page 1



VAT No. [Redacted]

JOHN MANN M.P.



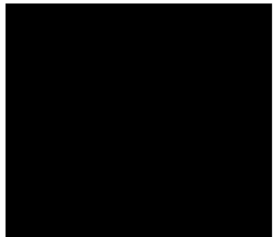
DATE/TAX POINT 05/12/2007

ORDER No.

ACCOUNT No. [Redacted]

This Document is issued in accordance with our Terms and Conditions of Sale which are available on request.

Stock Code	Quantity	Details	Unit Price		Net Amount	Vat Amount
ZZ10	1.00	SERVICE CALL OUT CHARGE INCLUDING 1 HR LABOUR WORK SHEET 29054 DTD 23/11/07 REFERS	120.00	0.00	120.00	21.00

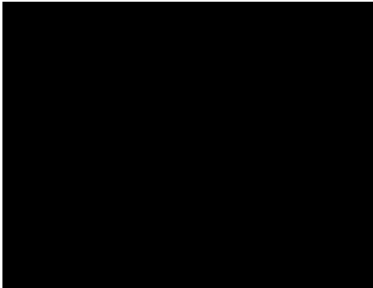


Delivery Address



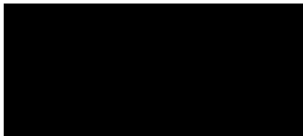
Total Net Amount	120.00
Total VAT Amount	21.00
Carriage	0.00
Invoice Total	141.00

Fréelance Offset Services Ltd.



VAT No. [REDACTED]

JOHN MANN M.P.



Invoice Page **1**

PLEASE NOTE OUR TERMS

Machines: Payment upon Delivery
Supplies & Service : 30 Days from Invoice Date
Service Contracts: Due upon Acceptance

DOCUMENT No. [REDACTED]

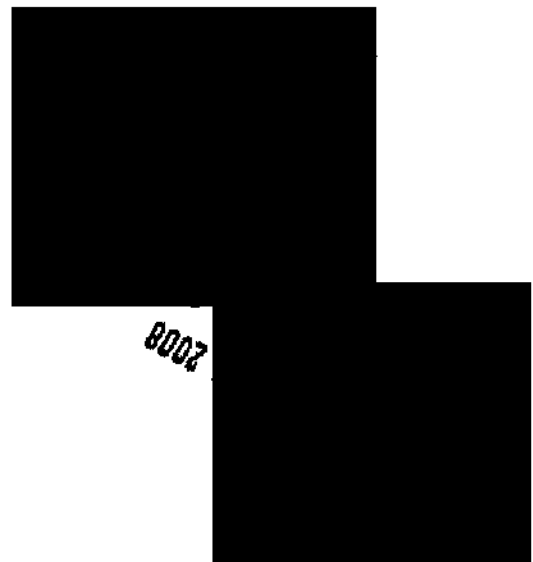
DATE/TAX POINT 27/11/2007

ORDER No. [REDACTED]

ACCOUNT No. [REDACTED]

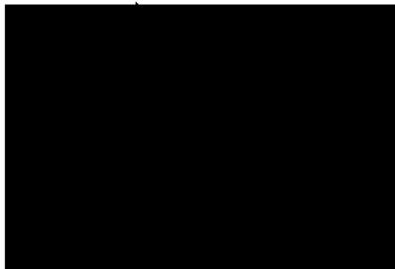
This Document is issued in accordance with our Terms and Conditions of Sale which are available on request.

Stock Code	Quantity	Details	Unit Price		Net Amount	Vat Amount
S159	1.00	GUILLOTINE BLADE REGRIND 3915/3905 REFERS TO WORK SHEET 29054	10.83	0.00	10.83	1.90



Delivery Address

Total Net Amount	10.83
Total VAT Amount	1.90
Carriage	0.00
Invoice Total	12.73



PLEASE NOTE OUR TERMS
 Machines: Payment upon Delivery
 Supplies & Service : 30 Days from Invoice Date
 Service Contracts: Due upon Acceptance

VAT No. [REDACTED]

JOHN MANN M.P.
 [REDACTED]

DOCUMENT No. [REDACTED]

DATE/TAX POINT 27/11/2007

ORDER No. [REDACTED]

ACCOUNT No. [REDACTED]

This Document is issued in accordance with our Terms and Conditions of Sale which are available on request.

Stock Code	Quantity	Details	Unit Price		Net Amount	Vat Amount
X169	1.00	BAB 3900087 SAFETY GUARD FRONT	75.62	0.00	75.62	13.23
[REDACTED]						

09 JAN 2008 09:06

Delivery Address
 [REDACTED]

Total Net Amount	75.62
Total VAT Amount	13.23
Carriage	0.00
Invoice Total	88.85



Communications Allowance
Direct payment of suppliers

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

JOHN MANN ✓

Constituency

BASSETLAW

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 19 / 10 / 07 to 23 / 10 / 07 Allowance year /

Suppliers Amount

Suppliers	Amount
FREE LANCE OFFSET SERVICES LTD	£ 213 : 05 p
" " "	£ 61 : 10 p
" " "	£ : p
" " "	£ : p
" " "	£ : p
" " "	£ : 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

[Redacted Signature]

MP

Date

9/11/07

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

Freelance Offset Services Ltd.

Invoice

Page 1

PLEASE NOTE OUR TERMS

Machines: Payment upon Delivery

Supplies & Service : 30 Days from Invoice Date

Service Contracts: Due upon Acceptance

VAT No. [REDACTED]

JOHN MANN M.P.
[REDACTED]

DOCUMENT No. [REDACTED] ✓

DATE/TAX POINT

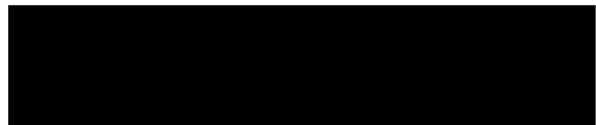
19/10/2007 ✓

ORDER No. [REDACTED]

ACCOUNT No. [REDACTED]

This Document is issued in accordance with our Terms and Conditions of Sale which are available on request.

Stock Code	Quantity	Details	Unit Price		Net Amount	Vat Amount
X1720	1.00	RIC C231-3052 PRESSURE ROLLER A4	44.00	0.00	44.00	7.70
X5565	1.00	RIC C231-2587 SEAL A4	11.44	0.00	11.44	2.00
X5564	1.00	RIC C248-2342 (C231-2305) CLOTH SCREEN A4 REFERS TO WORK SHEET 28896	125.88	0.00	125.88	22.03



2007

Delivery Address

Total Net Amount 181.32

Total VAT Amount 31.73

Carriage 0.00

Invoice Total 213.05 ✓

Invoice

Page 1

PLEASE NOTE OUR TERMS

Machines: Payment upon Delivery

Supplies & Service : 30 Days from Invoice Date

Service Contracts: Due upon Acceptance

DOCUMENT No.

DATE/TAX POINT

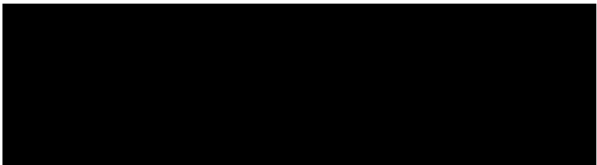
ORDER No.

ACCOUNT No.

23/10/2007 ✓

This Document is issued in accordance with our Terms and Conditions of Sale which are available on request.

Stock Code	Quantity	Details	Unit Price		Net Amount	Vat Amount
R999	1.00	RICOH JP1210 BLACK INK JP-12	52.00	0.00	52.00	9.10



2007

Delivery Address

Total Net Amount	52.00
Total VAT Amount	9.10
Carriage	0.00
Invoice Total	61.10 ✓

FORM

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>	
Date: 28/11/2007	

Transfer Description	Account Code	Cost Centre	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Debit	Credit
									£	£
Transfer from IEP to Comms			07 08							274.15
Transfer from IEP to Comms			07 08						274.15	

Total	274.15	274.15
-------	--------	--------

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)*

Claim details

Please claim actual amounts incurred, not round sums

Please attach receipts or invoices

	Amount	Taxable	Allow & exp type	Initials
One-off salary	£ : p	Yes No		
Season ticket	£ : p	Yes No		
Travel - home to work	£ : p	Yes No		
Rail travel	£ : p	Yes No		
Car travel	£ : p	Yes No		
Air travel	£ : p	Yes No		
Taxi	£ : p	Yes No		
Meals and subsistence	£ : p	Yes No		
Healthcare	£ : p	Yes No		
Childcare	£ : p	Yes No		
Home as office/telephone	£ : p	Yes No		
Office requisites	£ 81 : 99 p	Yes No		
Total	£ 81 : 99 p			

Authorisation and declaration

I confirm that payments listed above were wholly, exclusively and necessarily incurred by my staff for the purpose of supporting my Parliamentary duties.

Signature _____ MP

Date 8/10/09

Data protection

On behalf of the Data Controller, the employing Member of Parliament, the House of Commons Administration will process the information you provide on this form for the purpose of staff administration, administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the employing member, the House of Commons and the Inland Revenue. The information may also be disclosed to the National Audit Office for audit purposes.

The information will be processed in accordance with the provisions of the Data Protection Act 1998. 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, including the right to see and receive a copy of any personal data that the House of Commons Administration holds about you on behalf of your employer, please contact your employer.

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

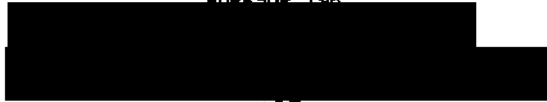
Office use only

Validation	Initials	Date	Validation	Initials	Date
Claims received		/ /	Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

Please use margin for comments

ARGOS EXTRA

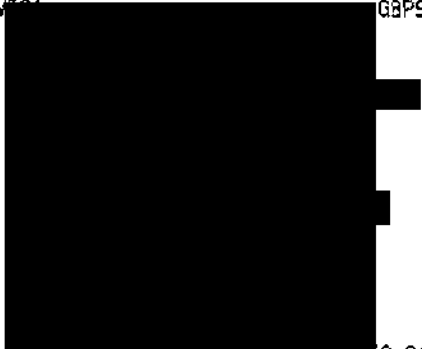
WORKSOP 195



109.99 9.99

TOTAL 1 Items 9.99

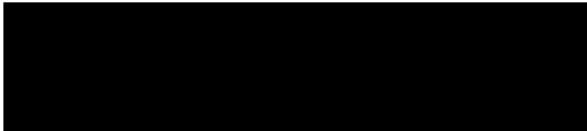
GBP9.99



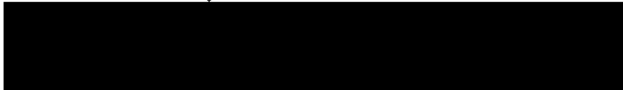
PLEASE DEBIT ACCOUNT WITH THIS SALE

CHANGE SALE GBP0.00

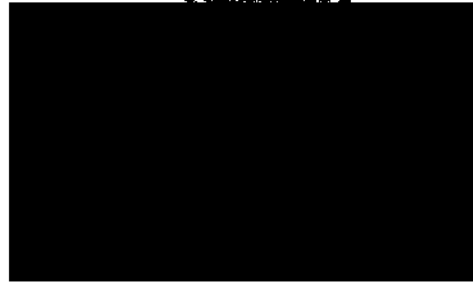
Order available in approximately
4 minutes



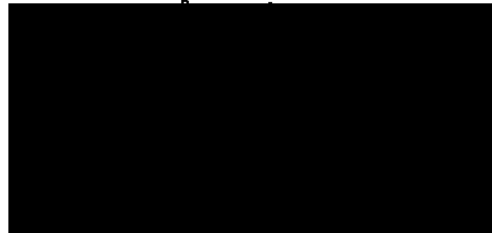
THANK YOU FOR
SHOPPING AT ARGOS



RECEIPT AS YOUR
PROOF OF PURCHASE
AND GUARANTEE



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



Amount: £72.00

Your account will be debited with the
above amount. Cardholder PIN verified.
Transaction confirmed.

Please retain for future reference

Thank You



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

JOHN MANN MP

Constituency

BASSETLOW

Office use only Costs M _ _ _ _ _ _

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 29/10/2007 to 15/10/2007 Allowance year 2007/2008

Suppliers

Suppliers	Amount	Unit
Asda Office Machines	£ 3.78	p
Carleton Wholesale	£ 78.00	p
Asda Office Machines	£ 11.96	p
CC Capital Finance Ltd	£ 12.03	p
	£	p
	£	p
	£	p
	£	p

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

8/1/07

John Mann M P



John Mann M P



INVOICE

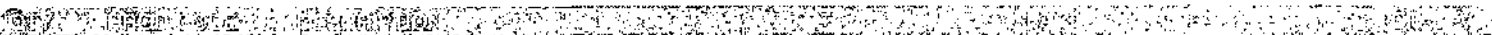


MANNMP

05/09/2007



1



1		Q Connect Env S/S D1 90G White Pk1000 REFERS TO SHOP D/NOTE C077286 COLLECTED 5/9/07 JOANNA WHITE	9.75	1	9.75 S
---	--	---	------	---	--------

THANK YOU FOR YOUR CUSTOM WHICH IS MUCH APPRECIATED

		9.75
		1.71
		11.46

Carlton Village Newsletter

INVOICE TO:

INVOICE NO

DATE

John Mann MP

10/09/2007

P.O. NUMBER

DESCRIPTION

QUANTITY

UNIT PRICE

AMOUNT

Medium Advertisement
October 2007 - August 2008 Editions

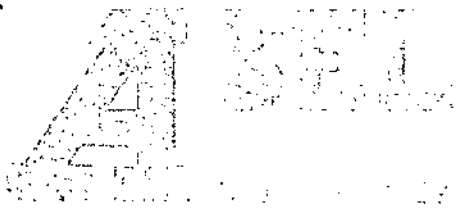
6

13.00

78.00

Please make cheques payable to "Carlton Village Newsletter"
and send to:

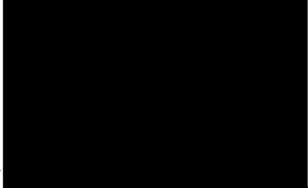
TOTAL £78.00



John Mann M P



John Mann M P



INVOICE



29/06/2007



1

2

2 PKS X 50 DL WEE ENV
REFERS TO SHOP D/NOTE 0077100
COLLECTED 5/6/07 J WHITE

1.61

1

3.22 S

THANK YOU FOR YOUR CUSTOM WHICH IS MUCH APPRECIATED

3.22
0.56
3.78

20 SEP 2007



GE CAPITAL EQUIPMENT FINANCE LTD

Agreement Number

Invoice Number

Our VAT No

Mr John Mann Mp

18/09/2007

Period Covered: 01/11/2007 to 31/01/2008

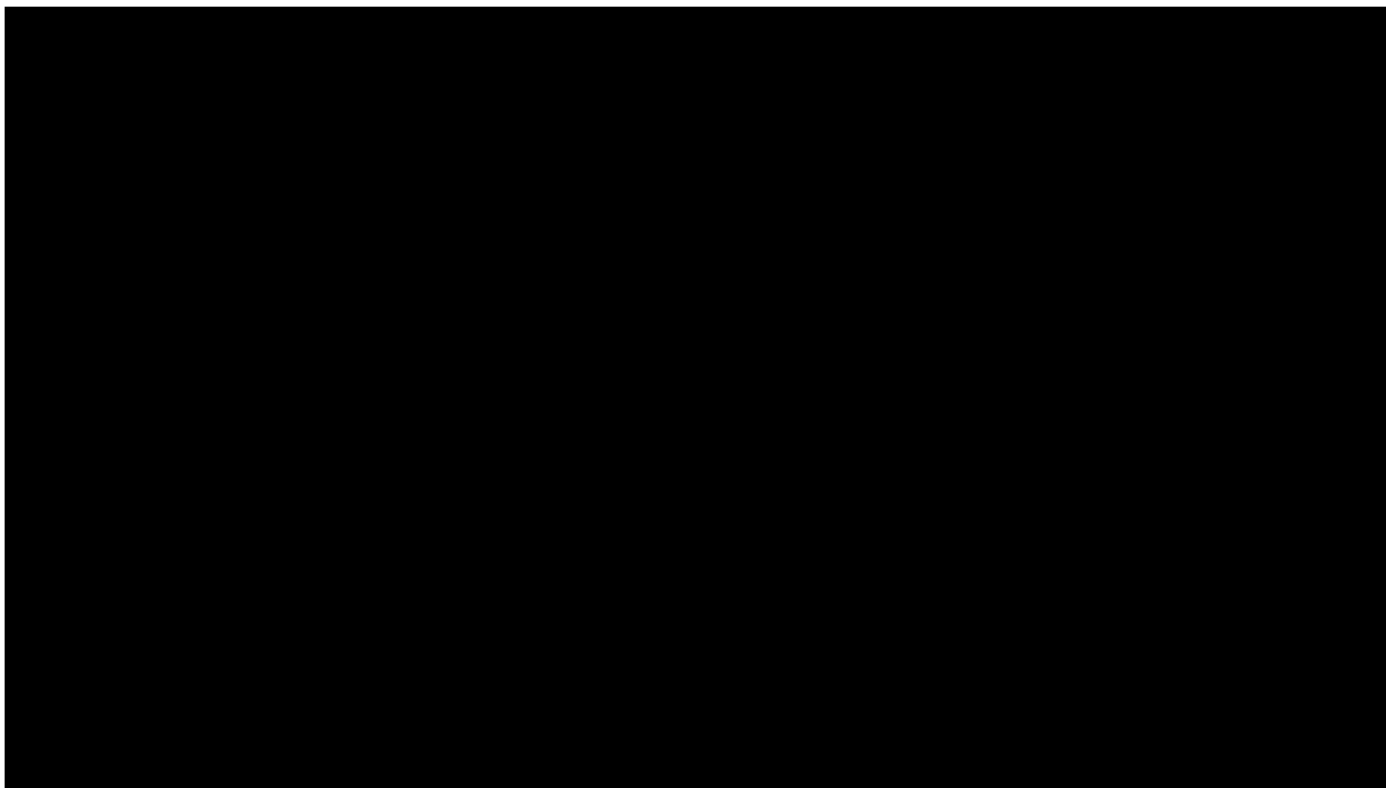
1 Horizon Pf P310 Folder	104.37	17.50	18.26	122.63
	104.37		18.26	122.63

Direct Debit The Hassle Free Payment

Total Payable 122.63

To pay by direct debit just complete and return the form printed overleaf

**Payment Due Date
01/11/2007**





Communications Allowance
Direct payment of suppliers

VALIDATION
05 NOV 2007
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

JOHN MANN MP ✓

Constituency

BASSETLAW

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 29/06/2007 to 18/09/2007 Allowance year 2007/2008

Suppliers

Amount

Suppliers	Amount
ABER OFFICE MACHINES	£ 3 : 78 p
CARLTON VILLAGE VOICE	£ 78 : 00 p
ABER OFFICE MACHINES	£ 11 : 46 p
GE CAPITAL FINANCE LTD	£ 122 : 63 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

8/10/07

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.

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**Send your completed
form to**

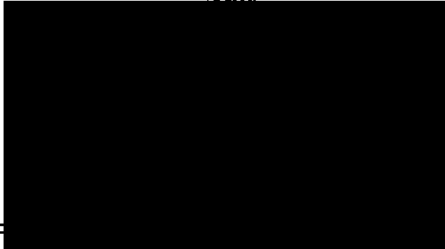
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only**Initials / Date**Validation
completed**Comments**

ABEL

OFFICE MACHINES LTD

9-11 Carlton Road



INVOICE ADDRESS

John Mann M P



DELIVERY ADDRESS

John Mann M P
68a Carlton Road
Worksop
Notts

S80 1PH

TRANSACTION	DOCUMENT No.
INVOICE	

ACCOUNT No.	DATE
	06/09/2007

DELIVERY NOTE	OUR REF.

CUSTOMER ORDER No.	PAGE
	1

QTY	PROD CODE	DESCRIPTION	EACH	PACK	TOTAL V
1	KF3480	Q Connect Env S/S D1 90G White Pk1000 REFERS TO SHOP D/NOTE 0077286 COLLECTED 5/9/07 JOANNA WHITE	9.75	1	9.75 S



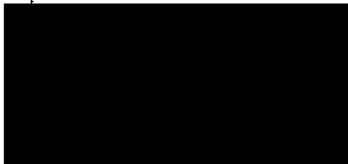
TERMS: STRICTLY NETT WITHIN 30 DAYS OF INVOICE
THANK YOU FOR YOUR CUSTOM WHICH IS MUCH APPRECIATED


GOODS TOTAL	9.75
TOTAL VAT	1.71
DOCUMENT TOTAL	11.46

Carlton Village Newsletter




INVOICE TO:

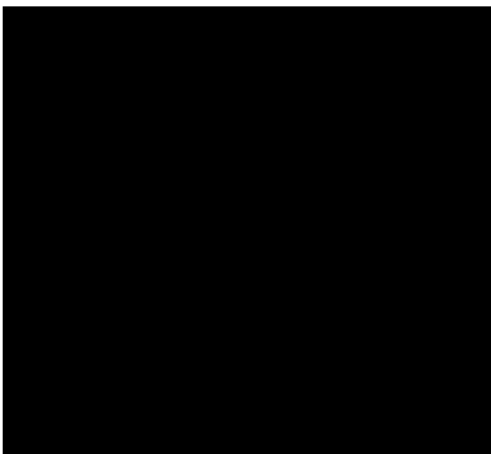
John Mann MP


INVOICE NO	DATE
	10/09/2007

P.O. NUMBER

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Medium Advertisement October 2007 - August 2008 Editions 	6	13.00	78.00

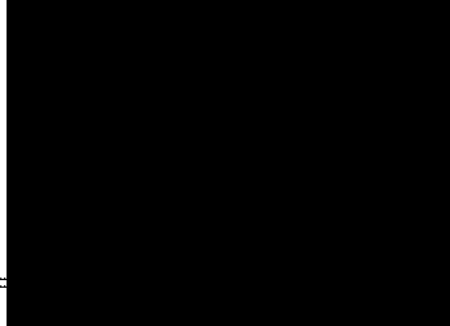
Please make cheques payable to "Carlton Village Newsletter"
and send to:



TOTAL £78.00 ✓

ABEL

OFFICE MACHINES LTD



INVOICE ADDRESS

John Mann M P

DELIVERY ADDRESS

John Mann M P

TRANSACTION	DOCUMENT No.
INVOICE	✓

ACCOUNT No.	DATE
	29/06/2007 ✓

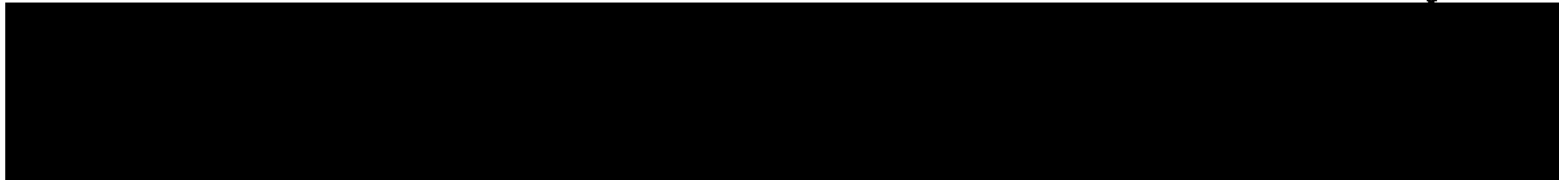
DELIVERY NOTE	OUR REF.

CUSTOMER ORDER No.	PAGE
	1

QTY		EACH	PACK	TOTAL V
2	2 PKS X 50 DL WTE ENV REFERS TO SHOP D/NOTE 0077100 COLLECTED 5/6/07	1.61	1	3.22 S

TERMS: STRICTLY NETT WITHIN 30 DAYS OF INVOICE
 THANK YOU FOR YOUR CUSTOM WHICH IS MUCH APPRECIATED

GOODS TOTAL	3.22
TOTAL VAT	0.56
DOCUMENT TOTAL	3.78 ✓



20 SEP 2007



GE CAPITAL EQUIPMENT FINANCE LTD



Our VAT No: [Redacted]

Agreement Number
[Redacted]
Invoice Number
[Redacted]
Master Agreement Number
[Redacted]
Invoice Date & Tax Point
[Redacted]
Equipment Location
[Redacted]

Mr John Mann Mp



INVOICE

Period Covered: 01/11/2007 to 31/01/2008

Equipment Details	Ex VAT £	VAT Rate	VAT £	Total £
1 Horizon Pf P310 Folder	104.37	17.50	18.26	122.63
Sub Totals	104.37		18.26	122.63
[Redacted]				

Direct Debit The Hassle Free Payment

To pay by direct debit just complete and return the form printed overleaf

Total Payable	122.63
----------------------	---------------

Payment Due Date	01/11/2007
-------------------------	-------------------



Communications Allowance
Direct payment of suppliers

23 III 2007

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

JOHN MANN

Constituency

BASSETLAW

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 29 / 06 / 2007 to 11 / 07 / 2007 Allowance year 2007 / 2008

Table with columns Suppliers and Amount. Entries include BATLISS PRINTING COMPANY (E 1810:00 P) and FREQUANCE OFFSET SERVICES (E 374:83 P). Total amount E 2184:83 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

20/07/07

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	<input type="text"/>
Comments	

Bayliss Printing Company Limited

INVOICE

John Mann MP

Invoice Number

Date

29/6/2007

VAT Number

Account

Placed By

Order Number

Description	Qty	Price	Per	Discount	VAT%	Net Amount	VAT Amount
Job No [REDACTED] 5000 A5 32pp Books-Anti-Social Behavior [REDACTED]	1	1,810.000	1		0.00	1,810.00	0.00

Deliver to

Terms 30 Days Net E&OE

John Mann MP

Goods

1,810.00

Code VAT

Z

VAT%

0.00

VAT

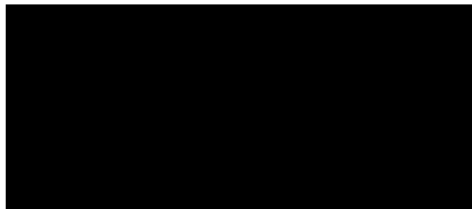
TOTAL DUE

1,810.00



**FREELANCE
OFFSET
SERVICES
LIMITED**

A complete service for the offset and digital print user



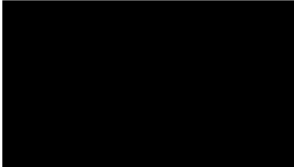
4th July 2007

Date:

Our ref:

Your ref:

John Mann MP



Dear Sir

We Wish to advise you that on the first day of August 2007 your service agreement on the following equipment is due for renewal.

MACHINE	MODEL	SERIAL NO	COST PER ANNUM
			£319.00
4 Visits per annum to run from 1 st August 07 to 31 st July 08			

All prices quoted exclude VAT.

If you wish to carry on with the Agreement will you please send your order by return of post to cover the renewal notice.

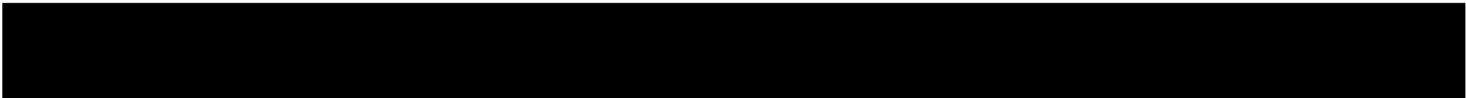
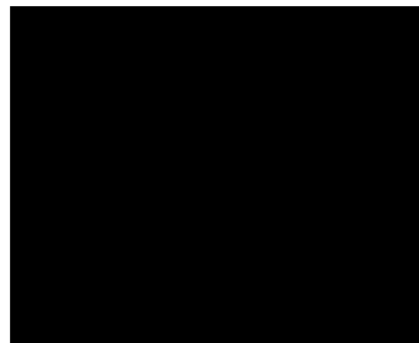
Should you wish to discontinue this Agreement please notify us as soon as possible so that we can amend our records.

Assuring you of our best attention at all times.

Yours Sincerely
For and on behalf of
Freelance Offset Services



Company Manager



PLEASE NOTE OUR TERMS

Machines: Payment upon Delivery

Supplies & Service : 30 Days from Invoice Date

Service Contracts: Due upon Acceptance

DOCUMENT No.

DATE/TAX POINT

11/07/2007

ORDER No.

ACCOUNT No.

This Document is issued in accordance with our Terms and Conditions of Sale which are available on request.

Stock Code	Quantity	Details	Unit Price		Net Amount	Vat Amount
	1.00	SERVICE CONTRACT A 1587 RICOH JP1210 4 VISITS PER ANNUM - TO RUN FROM 1ST AUGUST 2007 TO 31ST JULY 2008	319.00	0.00	319.00	55.83

Delivery Address

Total Net Amount 319.00

Total VAT Amount 55.83

Carriage 0.00

Invoice Total 374.83



Communications Allowance

Member's reimbursement form

29 JUN 2007

Comms1

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

JOHN MANN

Constituency

BASSETLAW

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 06 / 05 / 04 to 19 / 06 / 2007

Allowance year

2007 / 2008

Description of service or goods

Amount

RISO (maintenance of folding machine)

£ 330 : 94 p

GE CAPITAL (payment for folding machine)

£ 122 : 63 p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 453 : 57 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

22/6/07

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	<input type="text"/>	514500	£ <input type="text"/>
	<input type="text"/>	514525	£ <input type="text"/>

Comments



GE CAPITAL EQUIPMENT FINANCE LTD

Our VAT No: [REDACTED]

Mr John Mann Mp

INVOICE

Agreement Number
Invoice Number
Master Agreement Number
Invoice Date & Tax Point
19/08/2007
Your Reference
Equipment Location

Period Covered: 01/08/2007 to 31/10/2007

Equipment Details	Ex VAT £	VAT Rate	VAT £	Total £
1 Horizon Pf P310 Folder	104.37	17.50	18.26	122.63
Sub Totals	104.37		18.26	122.63

Direct Debit The Hassle Free Payment

To pay by direct debit just complete and return the form printed overleaf

Total Payable	122.63
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Payment Due Date	01/08/2007
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INVOICE [REDACTED]

JOHN MANN MP [REDACTED]

Page : 1
Invoice Date : [REDACTED]
Invoice N° : [REDACTED]
Currency : [REDACTED]
Contract N° : [REDACTED]
Start Date : 06/05/04
Customer N° : [REDACTED]

20 JUL 2007

Item Number	Description	Quantity	UM	Unit Price	Taxable Amount	VAT	Invoice Amount
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[REDACTED]	MAINTENANCE	.800	EA	352.06	281.65	49.29	330.94
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EA : Each

Machines included in the contract :

Item Number	Description	Serial Number
UKHPF-P310	FOLDING MACHINE	[REDACTED]

Invoicing Period :

Start Date : 01/05/07 End Date : 01/05/08

VAT Code	VAT Rate	VAT Amount	Goods Total	VAT	Invoice Total
AD	17.500	49.29	281.65	49.29	330.94

Invoice Total	GBP	330.94