



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

24 100 2033

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

JUSTINE GREENING MP

Constituency

PUTNEY

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 19, 3, 08 to 31, 3, 08 Allowance year 07, 08

Suppliers

Amount

4 PRINT

£1648 : 00 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

Date 22/4/07

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	<input type="text"/>
Comments	

INVOICE

Justine Greening

27 MAR 2008

4 PRINT

Job Number



Quantity

38,000

INVOICE NUMBER



DATE / TAX POINT

19/03/2008

Justine Greening

YOUR REFERENCE:



DESCRIPTION	VAT %	VAT AMOUNT	GOODS
Westminster Report - March 2008 Justine Greening A4 4pp 4/4 Process 130gsm Silk. Trim, Fold and Pack.	0.00	£0.00	£1,648.00



TOTAL GOODS	£1,648.00
TOTAL VAT	£ 0.00
INVOICE TOTAL	£1,648.00



FINANCE & ADMINISTRATION HOUSE OF COMMONS

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8003 844 21

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Name
in CAPITAL LETTERS

JUSTINE GREENING MP

Constituency

PUTNEY

Office use only	Cost	[REDACTED]
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Claim details

You can only request
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim from 27, 02, 08 to 10, 03, 08 Allowance year 07, 08

Suppliers	Amount
PUTNEY CONSERVATIVES	£ 1875 : 30 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only		
Allow.	Supp ID	Exp.Type
[REDACTED]	[REDACTED]	[REDACTED]

Authorisation and declaration

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

Signature

[REDACTED]

MP

Date

9/3/07

Data protection

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Send your completed form to

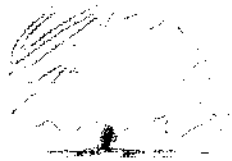
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation completed

Comments



Putney
Conservatives

Justine Greening MP



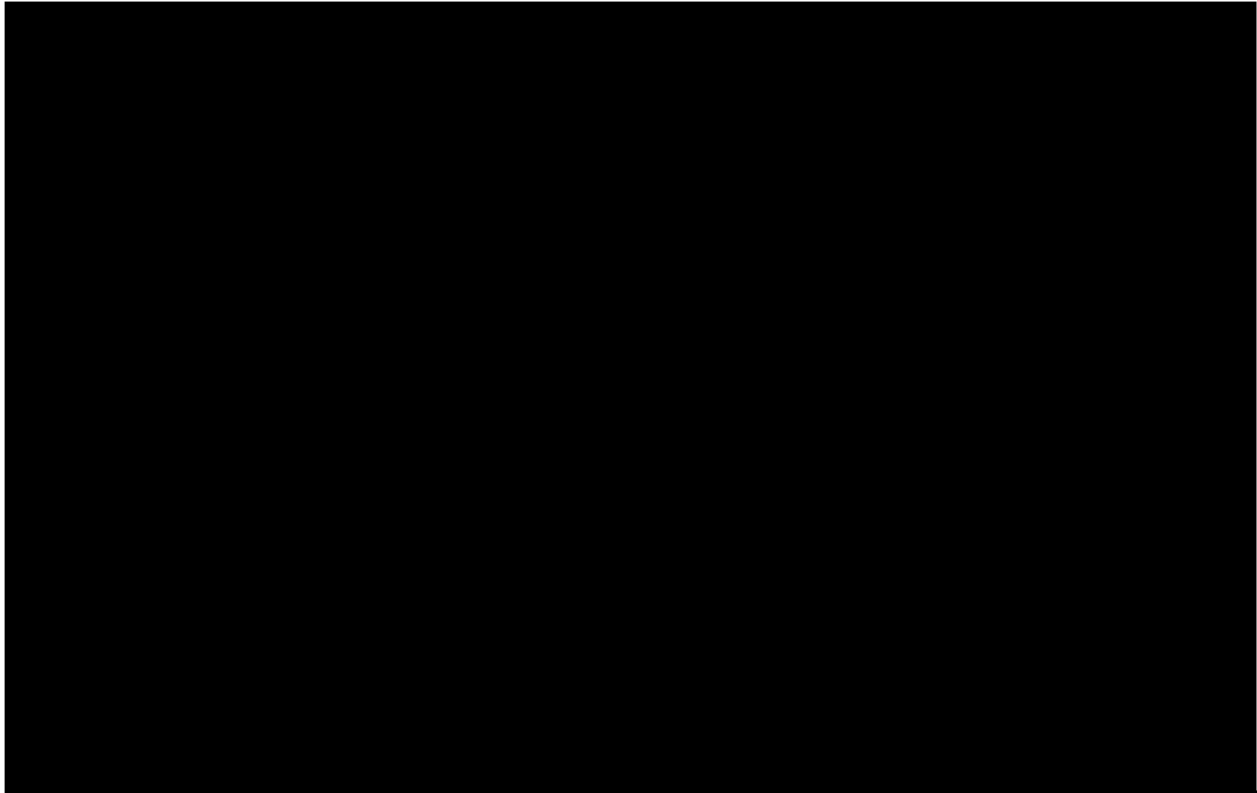
27th February 2008

INVOICE



Street Runners to collect from Putney Conservative Office, 3 Summerstown, London, SW17 0BQ to deliver Justine Greening's Parliamentary Report within her constituency.

£1,875. 30.



Finance and Administration		VALIDATION	Reason for Amendment:	
Prepared by: <i>(print and sign)</i>		[REDACTED]	CM JUSTINE GREENING [REDACTED]	
Authorised by: <i>(print and sign)</i>			[REDACTED]	
Date:		21/04/2008	PERIOD 12	

Transfer Description	Account Code									Debit	Credit
		Cost Centre	Cat2	Cat 3	Cat 4	Cat 5	Cat 6	TC	Cat 7	£	£
CORR/COSTCENTRE/351907/27022008	[REDACTED]										1,875.30
CORR/COSTCENTRE/COMMS2/27022008	[REDACTED]									1,875.30	

Total	1,875.30	1,875.30
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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)*



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Your details

Name
in CAPITAL LETTERS

JUSTINE GREENING

Constituency

PUTNEY, ROEHAMPTON + SOUTHFIELDS

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 7, 9, 07 to 25, 9, 07

Allowance year

07, 08

Suppliers

Amount

WANDSWORTH CONSERVATIVES

£ 1739 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

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

Authorisation and declaration

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

Signature

MP

Date

29/9/07

Data protection

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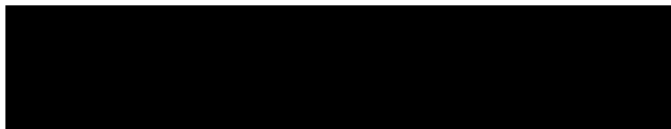
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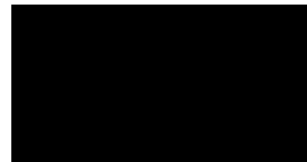
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	Initials / Date
Validation completed	<input type="text"/>
Comments	



Wandsworth Conservatives



Pre-payment made to Mail Box Nationwide Ltd



£1,739.00





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VALIDATION

26 SEP 2007

RECEIVED
20 SEP 2007

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Your details

Name in CAPITAL LETTERS

JUSTINE GREENING

Constituency

PUTNEY, ROEHAMPTON + SOUTH FIELDS

Office use only Costc [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 29,05,07 to 20,09,07 Allowance year 07,08

[Redacted]

Amount

MP SERVICES

£2648.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type

[Redacted]

Authorisation and declaration

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

Signature

[Redacted Signature]

Date

20/9/07

Data protection

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Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation completed

Comments

invoice

ustine Greening MP

Number:

Account:

Date: 29 May 2007

Orders

Order	Quantity	Product	VAT	Price
	38000	- MP Annual Reports	£0.00	£2,548.00

Additional Costs

Order	Cost Description	VAT	Price
	Dispatch f	£0.00	£100.00

Total (excl):	£2,648.00
VAT:	£0.00
TOTAL	£2,648.00