



Communications Allowance

24 DEC 2007

Comms2

page 1 of 2

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

DR Kim Howells MP

Constituency

PONTYPRIDD

Office use only	Costs	M	
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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 ___/___/___ to 22/12/07 Allowance year 2007/2008

Suppliers

Amount

Suppliers	Amount
<u>Algebra-Maintenance Equipment</u>	<u>£528.75 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
	<u>1413.21</u>

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

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Authorisation and declaration

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

Signature

MP

Date

22.12.07

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 Address

DR KIM HOWELLS MP

Delivery Address

Account Ref	Cust Order Number	Our Ref.	Invoice Date	Invoice No.	Invoice Or Credit
[REDACTED]	[REDACTED]	[REDACTED]	18/12/07	[REDACTED]	Invoice

Quantity	Description of Supply	Unit Price	Net Price
	[REDACTED]		0.00
1.00	ANNUAL MAINTENANCE AGREEMENT ON RISOGRAPH DIGITAL PRINTER FROM 6/1/08 TO 5/1/09	450.00	450.00

[REDACTED]	TOTAL NET	450.00
[REDACTED]	VAT 17.5%	78.75
[REDACTED]	TOTAL GROSS	528.75

SIEMENS

Dr K Howells M.P.

Invoice No:

Reference Number:

Invoice/Tax Point Date:

17 DEC 2007

Amount

720.00

VAT

126.00

Sub-total

846.00

VAT exempt amount

38.46

TOTAL AMOUNT

£884.46

Due by

17 JAN 2008

INVOICE

DETAILS	AMOUNT
Agreement No. [REDACTED] Finance Proposer: Algebra Office Equipment Ltd	
[REDACTED] Equipment Rental for period 17 JAN 2008 to 16 APR 2008 16 TYFICA ROAD Copier Risk [REDACTED] 16 TYFICA ROAD Copier Ricoh Aficio 1224c [REDACTED]	700.00
VAT @ 17.50 % on £700.00	122.50
Insurance Premium	38.46
VAT @ 0.000 % on £38.46	.00
[REDACTED] Annual Service Fee	20.00
VAT @ 17.50 % on £20.00	3.50
Total for agreement [REDACTED]	884.46

Page 1 of 2

How to Pay Us

REMITTANCE SLIP

REFERENCE NO : [REDACTED]

INVOICE NO : [REDACTED]

AMOUNT : **£884.46**



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- 2 APR 2008

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Name in CAPITAL LETTERS

DR Kim Howells MP

Constituency

PONTYPRIDD

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 17/03/08

Allowance year

2007/2008

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Includes currency symbols (£) and pence (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

31/03/08

Data protection

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Initials / Date

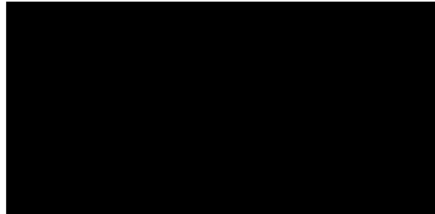
Validation
completed**Comments**



STATEMENT DATE 31/12/2007

A/C NUMBER

DR KIM HOWELLS MP



For Bacs Payments please use:-



ALGEBRA LIMITED STATEMENT

<u>Date</u>	<u>Inv.Ref</u>	<u>Details</u>	<u>Invoice</u>	<u>Credit</u>	<u>Balance</u>
18/12/2007		Goods/Services	528.75		528.75



CURRENT	30 DAY	60 DAY	90 DAY	120+ DAY	AMOUNT DUE
528.75	0.00	0.00	0.00	0.00	528.75