



Communications Allowance
Direct payment of suppliers

20 MAY 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

LAURA HOFFATT

Constituency

CRAWLEY.

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 01 / 04 / 08 to 02 / 04 / 08

Allowance year

07 / 08

X1

Suppliers

Amount

BANNER

67.68 p

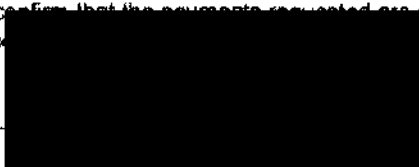
/	E	/	p
/	E	/	p
/	E	/	p
/	E	/	p
/	E	/	p
/	E	/	p
/	E	/	p
/	E	/	p

Allow.	Supp ID	Exp.Type
[Redacted]		
[Redacted]		
[Redacted]		
[Redacted]		
[Redacted]		
[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



MP

Date

05.05.08

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

Comments

Invoice

 * INVOICE NO. [REDACTED]



office2office

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

Invoice To :

Laura Moffatt MP

Charge To :

Laura Moffatt MP

Banner Business Supplies Ltd

[REDACTED]

Delivered To [REDACTED]

Laura Moffatt MP

Customer Services

Telephone No : [REDACTED]

Fax No : [REDACTED]

Page 1 of 1 Date 02/04/2008

Acc. No. [REDACTED] Order Date 01/04/2008

Order [REDACTED]

C.A.R. [REDACTED]

Sales Order No [REDACTED]

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 02/04/2008

Amt. Due : 67.68

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		9000022	BANNER ENV 110x220 WDW 80g S/SL WH	15	BX1000	3.8400	01/04/08	57.60	17.5	10.08

[REDACTED]

RECEIVED
 24 APR 2008

Please return the slip

 from final page of invoice with your payment by

V.A.T. Summary

Sales Order Total (VAT excl) 57.60

Rate	Taxable Sum	V.A.T. Amount
17.50	57.60	10.08

Settlement : None
 Discount Terms :

INVOICE GOODS	57.60
INVOICE V.A.T.	10.08
INVOICE TOTAL	67.68



FINANCE & ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Comms2

page 1 of 2

Direct payment of suppliers

20 MAY 2008

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this form

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About filling in
this form

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Your details

Name
in CAPITAL LETTERS

LAURA MOFFATT

Constituency

CRAWLEY.

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 01 / 04 / 08 to 02 / 04 / 08

Allowance year

07 / 08

Suppliers	Amount
BANNER	£ 67.68 p
/	£ / p
/	£ / p
/	£ / p
/	£ / p
/	£ / p
/	£ / p
/	£ / p

Authorisation and declaration

I declare that the above subject of costs incurred wholly,
of my Parliamentary duties.

Signature

MP

Date

05.05.08

Invoice



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

INVOICE NO. [REDACTED]

Invoice To :

Charge To :

Banner Business Supplies Ltd

Laura Moffatt MP

Laura Moffatt MP

[REDACTED]

Delivered To [REDACTED]

Customer Services
Telephone No : [REDACTED]
Fax No : [REDACTED]

Page 1 of 1 Date 02/04/2008

Laura Moffatt MP

Acc. No. [REDACTED] Order Date 01/04/2008

Order [REDACTED]

C.A.R.

Sales Order No : [REDACTED]

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 02/04/2008

Amt. Due : 67.68

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		9000032	BANNER ENV 110x220 WDW 80g 5/SL WH	15	BX1000	3.8400	01/04/08	57.60	17.5	10.08

RECEIVED
24 APR 2008

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	57.60	10.08

Sales Order Total (VAT excl) 57.60

VAT Registration : [REDACTED]

INVOICE GOODS	57.60
INVOICE V.A.T.	10.08
INVOICE TOTAL	67.68

Settlement : None
Discount Terms :

Paul



Communications Allowance
Direct payment of suppliers

27 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

For details of costs you can claim for please refer to the Comms2 guidance.

If you have any doubt about whether you can claim for a particular cost please refer to the Comms2 guidance.

Your details

Name
in CAPITAL LETTERS

LAURA MOFFATT ✓

Constituency

CRAWLEY

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 1 / 12 / 07 to 24 / 12 / 07

Allowance year

07 / 08

Suppliers

Amount

Office use only
Allow / Supp ID / Exp Type

Crawley Bor' Council	£ 110 : 00 p	
Banner Business Supplies Ltd	£ 42 : 78 p	
Banner Business Supplies Ltd	£ 9 : 51 p	
Banner Business Supplies Ltd	£ 93 : 47 p	
Banner Business Supplies Ltd	£ 21 : 43 p	
Clarks Stations	£ 71 : 64 p	
	£ 348 : 83 p	
	£ 348 : 83 p	
	£ 348 : 83 p	
	348 - 83	

Authorisation and declaration

I hereby declare that the costs claimed are in respect of costs incurred wholly, or in part, for the performance of my Parliamentary duties.

Signature

MP

Date

20/12/07

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

SALES INVOICE

MRS J MOFFATT

VAT Reg

FOR FURTHER INFORMATION ON THIS INVOICE
PLEASE CONTACT
JACKIE DRAPER ON

Invoice No.	
Customer Ref.	
Your Ref.	
Invoice Date	07-DEC-07 ✓

Invoice Details	VAT Rate %	Charge £
THE HAWTH - HIRE OF ROOMS	0.00	46.00
MEETING WITH SECRETARY OF STATE FOR INNOVATION UNIVERSITIES AND SKILLS		
SPOTLIGHT ROOM - 21 NOVEMBER 2007		
CATERING	17.50	54.47

PAYMENT IS DUE WITHIN 28 DAYS OF THIS INVOICE DATE.

NET TOTAL £	100.47
TOTAL VAT £	9.53
TOTAL AMOUNT DUE £	110.00

Invoice



 * INVOICE NO. [REDACTED] *

Invoice To :

Laura Moffatt MP

Charge To :

Laura Moffatt MP

Banner Business Supplies Ltd

[REDACTED]

Delivered To :

Laura Moffatt MP

Customer Services

Telephone No : [REDACTED]

Fax No : [REDACTED]

Page 1 of 1 Date 18/11/2007

Acc.No. [REDACTED] Order Date 16/11/2007

Order [REDACTED]

C.A.R. [REDACTED]

Sales Order No : [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0983889	SHARP INKJET CART FOR UXB700H FAX	1	EACH	36.4100	16/11/07	36.41	17.5	6.37

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	36.41	6.37

Sales Order Total (VAT excl) 36.41

VAT Registration [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	36.41
INVOICE V.A.T.	6.37
INVOICE TOTAL	42.78

EEE Producer Registration No: [REDACTED]



PAYMENT SLIP

Please see reverse for terms of business and how to pay.

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 18/11/2007

Amt. Due : 42.78

Please return the slip

from final page of invoice with your payment by

16/12/2007

Invoice



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

Invoice To :

Laura Moffatt MP

Charge To :

Laura Moffatt MP

Banner Business Supplies Ltd

Page 1 Of 1 Date 29/11/2007
 Acc. No. [REDACTED] Order Date 28/11/2007
 Order [REDACTED]
 C.A.R. [REDACTED]

Delivered To : laura

Laura Moffatt MP

Customer Services
 Telephone No [REDACTED]
 Fax No [REDACTED]

Sales Order No [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		9150033	BANNER HIGH RES IJET PAPER 190g A4	1	BOX100	8.0900	28/11/07	8.09	17.5	1.42



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	8.09	1.42

Sales Order Total (VAT excl) 8.09

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

EEE Producer Registration No: [REDACTED]

INVOICE GOODS	8.09
INVOICE V.A.T.	1.42
INVOICE TOTAL	9.51

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay .

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 29/11/2007

Amt. Due : 9.51

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

27/12/2007

Invoice



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

Charge To :

Banner Business Supplies Ltd

Laura Moffatt MP

Laura Moffatt MP

[REDACTED]

Delivered To :

Customer Service
 Telephone No : [REDACTED]
 Fax No : [REDACTED]

Page 1 of 1 Date 22/11/2007

Laura Moffatt MP

Acc. No. [REDACTED] Order Date 16/11/2007

Order [REDACTED]

C.A.R.

Sales Order No [REDACTED]

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		0980782	XEROX DOCUPRINT P8E/DWC385 TONER BK XEROX DOCUPRINT P8E/P8EX/DWC385 TONER BLACK 113R296	1	EACH	79.5500	21/11/07 21/11/07 21/11/07	79.55	17.5	13.92

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

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 22/11/2007

Amt. Due : 93.47

**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	79.55	13.92

Sales Order Total (VAT excl) 79.55

VAT Registration [REDACTED]

INVOICE GOODS	79.55
INVOICE V.A.T.	13.92
INVOICE TOTAL	93.47

Settlement : None
 Discount Terms :

EEE Producer Registration No: [REDACTED]

Invoice



 * INVOICE NO. [REDACTED] *

Invoice To :

Laura Moffatt MP

Charge To :

Laura Moffatt MP

Banner Business Supplies Ltd

[REDACTED]

Delivered To : laura

Laura Moffatt MP

Customer Services

Telephone No : [REDACTED]
 Fax No : [REDACTED]

Page 1 of 1 Date 05/12/2007

Acc. [REDACTED] Order Date 04/12/2007

Order [REDACTED]

C.A.R.

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		0500116	PILOT V4 DISPOSABLE FOUNTAIN PEN BK	1	BOX12	15.3100	04/12/07	15.31	17.5	2.68
2		5000223	OXFORD OFFICE A4 PP N/BOOK w/RULER	1	EACH	2.9300	04/12/07	2.93	17.5	0.51

[REDACTED]

PAYMENT SLIP

Please see reverse for terms of business and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 05/12/2007

Amt. Due : 21.43

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	18.24	3.19

Sales Order Total (VAT excl) 18.24

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

EEE Producer Registration No : [REDACTED]

INVOICE GOODS	18.24
INVOICE V.A.T.	3.19
INVOICE TOTAL	21.43

Clarke's ✓

Tel: 01273 728811 Fax 01273 728844

INVOICE ADDRESS

LAURA MOFFATT ME

[REDACTED]

DELIVERY ADDRESS

LAURA MOFFATT MP

[REDACTED]

SPECIAL INSTRUCTIONS

SIGNED BY: [REDACTED]

DATE 16\10\07	INVOICE [REDACTED]	CUST. ORDER No.	ACCOUNT MANAGER [REDACTED]	A/C. REF. MOFF
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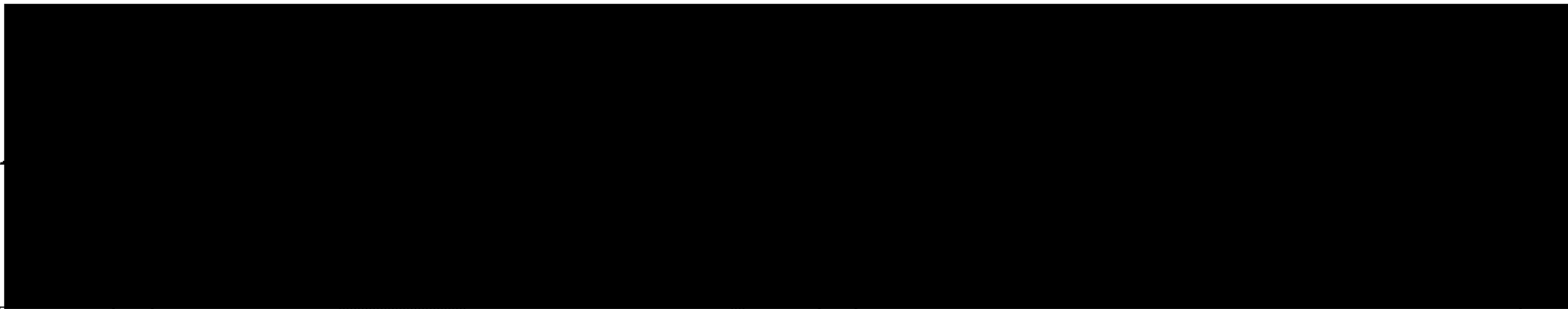
RECEIVED
17 OCT 2007

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC. %	UNIT COST	NETT AMOUNT	VAT AMOUNT
SPECIAL	ARRIBA 80GM A4 LILAC PAPER (RM)	1	5.99	0.00	5.99	5.99	1.05

DELIVERY NOTE No.:	VAT @ 17.5%	5.99	1.05
	INVOICE TOTAL	7.04	

Clarke's

STATIONERS

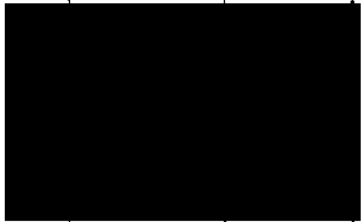


LAURA MOFFATT MP		DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
[Redacted]		LAURA MOFFATT MP	SIGNED BY [Redacted] CSH NO. [Redacted]

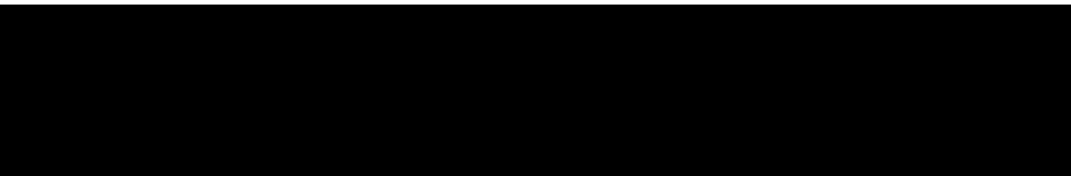
DATE 30\11\07	INVOICE [Redacted]	CUST. ORDER No.	ACCOU [Redacted] R	A/C. REF. MOFF
------------------	-----------------------	-----------------	--------------------	-------------------

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC. %	UNIT COST	NETT AMOUNT	VAT AMOUNT
SPECIAL	EPSON BLACK INK CARTRIDGE T0511	1	29.99	0.00	29.99	29.99	5.25
SPECIAL	EPSON COLOUR INK CARTRIDGE T0512	1	24.99	0.00	24.99	24.99	4.37

RECEIVED
- 3 NOV 2007



DELIVERY NOTE No.:	VAT @ 17.5%	54.98	9.62
	INVOICE TOTAL	64.60	





Communications Allowance
Direct payment of suppliers

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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

LAURA MOFFATT

Constituency

CRAWLEY

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 01 / 01 / 08 to 31 / 01 / 08 Allowance year 07 / 08.

Suppliers

Amount

Office use only

Banner Bus Supplies.	£ 69 : 43 p
Banner Bus Supplies	£ 20 : 04 p
CLARKES STATIONERS	£ 73 : 98 p
CLARKES STATIONERS.	£ 52 : 80 p
Active 24	£ 168 : 50 p
	£ : p
	£ : p
	£ : p

Authorisation and declaration

Signature

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

MP

Date

5-02-08.

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

Invoice

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

Invoice To :

Laura Moffatt MP

[REDACTED]

SWIA ZLW

Charge To :

Laura Moffatt MP

[REDACTED]

Banner Business Supplies Ltd



Delivered To [REDACTED]

Laura Moffatt MP

[REDACTED]

Customer Services

Telephone No : [REDACTED]

Fax No : [REDACTED]

Sales Order No [REDACTED]

Page 1 of 1 Date 09/01/2008

Acc.N [REDACTED] Order Date 08/01/2008

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: 09/01/2008

Amt. Due : 69.43

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		0985415	ENVISAGE HP 1010 TONER Q2612A	1	EACH	59.0900	08/01/08	59.09	17.5	10.34

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	59.09	10.34

Sales Order Total (VAT excl)

59.09

VAT Registration [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	59.09
INVOICE V.A.T.	10.34
INVOICE TOTAL	69.43

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

06/02/2008

Invoice



 * INVOICE NO. [REDACTED] *

Invoice To :

Charge To :

Banner Business Supplies Ltd

Laura Moffatt MP

Laura Moffatt MP

[REDACTED]

Delivered To :

Customer Services
 Telephone No [REDACTED]
 Fax No [REDACTED]

Page 1 of 1 Date 10/01/2008

Acc [REDACTED] Order Date 09/01/2008

Ord [REDACTED]

C.A.R. [REDACTED]

[REDACTED]

Sales Order No : [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
5		9670020	BANNER MP LABEL 64x34mm 24/SHEET WH	5	BOX100	1.2400	09/01/08	6.20	17.5	1.09
5		9310009	BANNER E/TEAR ADHESIVE TAPE 24x66m	4	ROLL	0.0800	09/01/08	0.32	17.5	0.06
5		9383005	BANNER PLN MANILLA 10PT A4 COL DIV	4	SET	0.0700	09/01/08	0.28	17.5	0.05
5		9290005	BANNER ABS FULL STRIP STAPLER BLACK	3	STAPLR	3.0000	09/01/08	9.00	17.5	1.58
5		9340013	BANNER RUBBER BANDS ASSORTED 454g	2	BOX	0.6200	09/01/08	1.24	17.5	0.22

[REDACTED]

[REDACTED]

PAYMENT SLIP

Please see reverse for terms of business and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 10/01/2008

Amt. Due : 20.04

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	17.04	3.00

Sales Order Total (VAT excl)

17.04

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	17.04
INVOICE V.A.T.	3.00
INVOICE TOTAL	20.04

[REDACTED]

INVOICE ADDRESS

LAURA MOFFATT MP

DELIVERY ADDRESS

LAURA MOFFATT MP

SPECIAL INSTRUCTIONS

SIGNED BY: [REDACTED]
 CSH NO. [REDACTED]

DATE 11\01\08	INVOICE [REDACTED]	CUST. ORDER No.	ACCOUNT MANAGER [REDACTED]	A/C. REF. MOFF
------------------	-----------------------	-----------------	-------------------------------	-------------------

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC. %	UNIT COST	NETT AMOUNT	VAT AMOUNT
CC0802	ADV COPIER LABS 24 70X37MM PK100 CC0802	3	26.25	23.85	19.99	59.97	10.49
SPECIAL	DURACELL BATTERIES MN1500/4	1	2.99	0.00	2.99	2.99	0.52

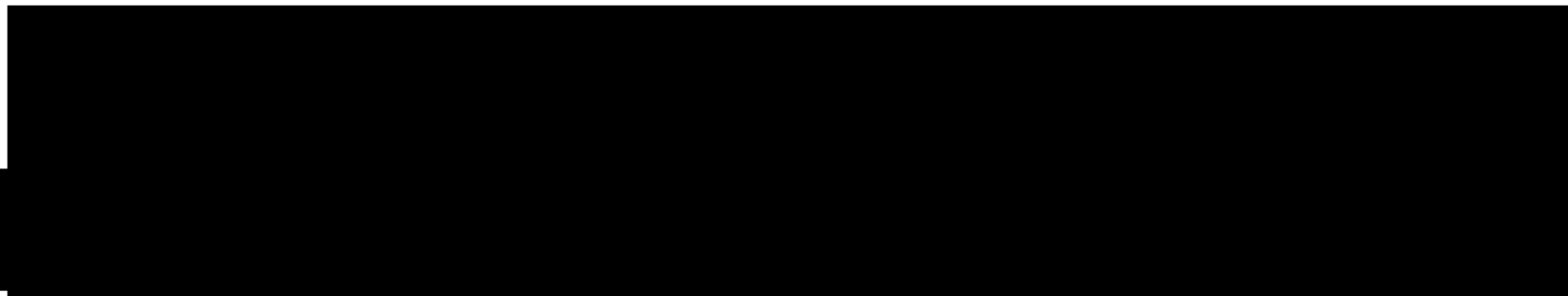
DELIVERY NOTE No.:


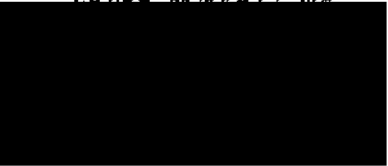

VAT @ 17.5%





62.96 11.02

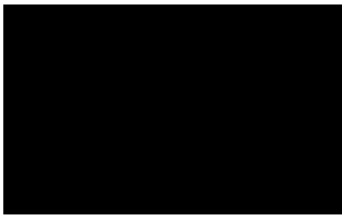
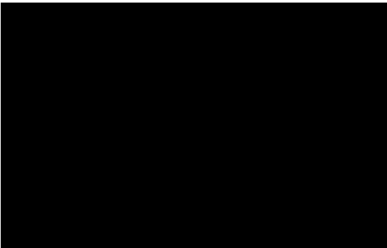
73.98

INVOICE TOTAL

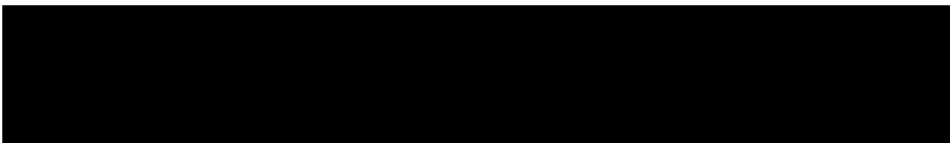


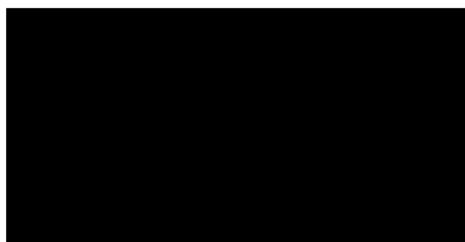
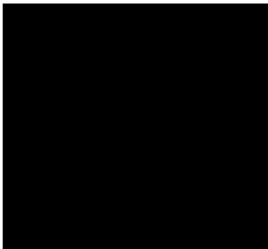
INVOICE ADDRESS LAURA MOFFATT MR 	DELIVERY ADDRESS LAURA MOFFATT MR 	SPECIAL INSTRUCTIONS CSH NO 
--	---	---

DATE 22\01\08	INVOICE 	CUST. ORDER No. 	ACCOUNT MANAGER 	A/C REF. 
-------------------------	---	---	---	--

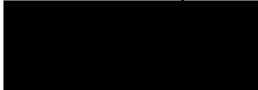
PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC. %	UNIT COST	NETT AMOUNT	VAT AMOUNT
BD3-CARDWH BD3-CC1205	IQ Selection Smooth A4 Card 160gsm White 250 sheets ADVANTIA ENV PKT C5 WHT S/S 100GM PR500	5 1	19.99 59.00	70.04 74.59	5.99 14.99	29.95 14.99	5.24 2.62
 							

DELIVERY NOTE No.:	VAT @ 17.5% 44.94 7.86
INVOICE TOTAL 52.80	


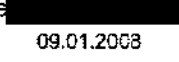




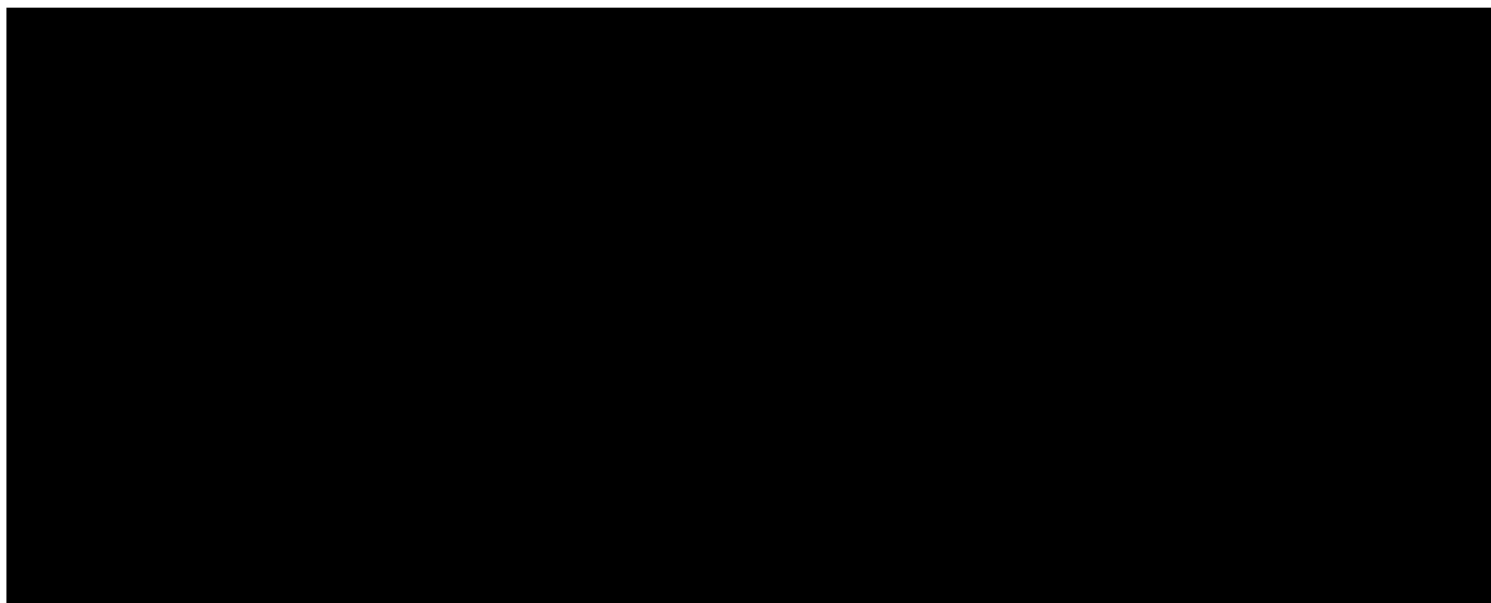
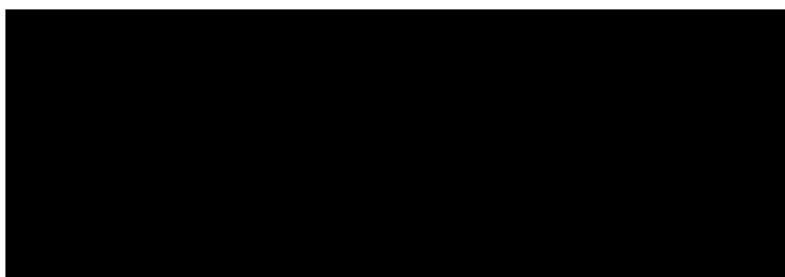
Laura Moffatt M.p.



Invoice

Invoice number: 
 Customer number: 
 Date: 09.01.2008
 Due date: 23.01.2008

Quantity	Product Description	Periods	Unit Price	Amount (GBP)
1	Running Fee (Active Web 2000 Small) lauramoffattmp.co.uk (23.02.2008-22.02.2009)	12	11,95	143,40
			Sub Total excl. VAT	143,40
			V.A.T.	25,10
			Total (GBP)	168,50





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

Laura Moffatt

Constituency

Cranley

Office use only

Cost



Claim details

You can only request payment to suppliers for goods and services directly relating to Communications Allowance. Please ensure you attach all supplier invoices.

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

Period of claim

from 31/01/08 to 29/2/08

Allowance year

07/08

Suppliers

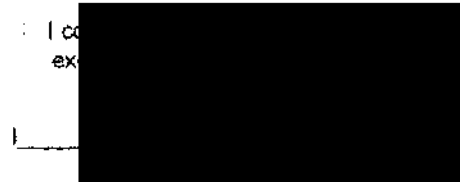
Amount

Suppliers	Amount
APPLE OFFICE SUPPLIES	£ 1487.55p
	£ . . . p
	£ . . . p
	£ . . . p
	£ . . . p
	£ . . . p
	£ . . . p
	£ . . . p

Authorisation and declaration

I declare that the above information is true and correct in respect of costs incurred wholly, or in part, in the performance of my Parliamentary duties.

Signature



MP

Date

10-3-08

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

APPLE OFFICE EQUIP. LTD.

Invoice

VAT Reg No

Laura Moffatt M.P.

DOCUMENT No.

DATE/TAX POINT

23/02/2008

ORDER No.

ACCOUNT No.

Details

Net Amount

VAT Amount

1 x Blue Colour Drum

450.00

78.75

1 Outer (10 tubes) RISO RZ Black Ink
Risograph RZ300 Digital Printer

290.00

50.75

2 Boxes (6 tubes) RISO RZ Bright Red Ink
Risograph RZ300 Digital Printer

222.00

38.85

2 Boxes (4 tubes) RISO RZ Med Blue Ink
Risograph RZ300 Digital Printer

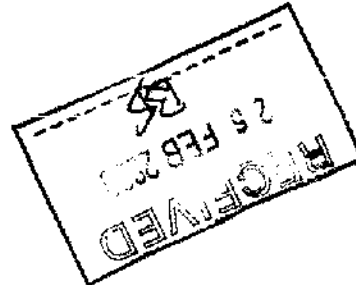
148.00

25.90

2 Boxes (4 rolls) RISO RZ Masters
Risograph RZ300 Digital Printer

156.00

27.30



Total Net Amount

1,266.00

Total Tax Amount

221.55

Carriage

0.00

Invoice Total

1,487.55

SAG:RGE



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

LAURA Moffatt

Constituency

CRAWLEY

Office use only Costc

Claim details

You can only request payment to suppliers for goods and services directly relating to Communications Allowance.
Please ensure you attach all supplier invoices.

Period of claim from 31 / 12 / 07 to 28 / 2 / 08 Allowance year 07 / 08

Suppliers

Amount

Office use only
Allow / Supp ID / Exp Type

(Banner Bus Supplies Item 1	£ 73.88 p
" " " Item 4	£ 12.13 p
<u>Total</u>	£ <u>86.01</u> 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

MP

Date 10.3.08.

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

Invoice



* INVOICE NO. [REDACTED]

Invoice To :

Charge To :

Laura Moffatt MP

Laura Moffatt MP

Banner Business Supplies Ltd

[REDACTED]

Delivered To

Laura Moffatt MP

Customer Services
Telephone No [REDACTED]
Fax No [REDACTED]

Page 1 of 1 Date 30/01/2008

Order Date 28/01/2008

Order [REDACTED]

C.A.P. [REDACTED]

Sales Order No [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		2640363	EVOLVE BUSINESS PAPER A4 80g WHITE	6	BX2500	10.4800	28/01/08	62.88	17.5	11.00
2		9240027	BANNER RUBBER GRIP GEL INK PEN BK	2	BOX10	0.8100	28/01/08	1.62	17.5	0.28
3		9240015	BANNER NYLONWRITER PEN BLACK	1	PACK10	0.4900	28/01/08	0.49	17.5	0.09
4		3000023	BANNER ENV 110x220 PLN 80g S/S WH	3	BX1000	3.4400	28/01/08	10.32	17.5	1.81

[REDACTED]

[REDACTED]

V.A.T. Summary

Sales Order Total (VAT excl)

75.31

Rate Taxable Sum V.A.T. Amount

17.50 75.31 13.18

VAT Registration [REDACTED]

INVOICE GOODS 75.31
INVOICE V.A.T. 13.18

INVOICE TOTAL 88.49

Settlement : None
Discount Terms :

[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

LAURA MOFFATT

Constituency

CRAWLEY.

Office use only

Costs



Claim details

You can only request

payment to suppliers for goods and services directly relating to Communications Allowance.

Please ensure

you attach all supplier invoices.

Period of claim

from 31 / 01 / 08 to 27 / 3 / 08

Allowance year

07 / 08

Suppliers

Amount

FRAMA UK LTD £ 1000.00 p

FRAMA UK LTD £ 464.12 p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

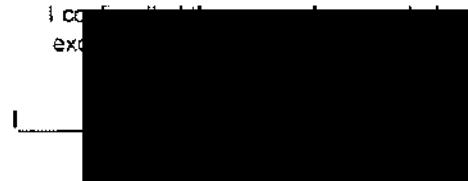
£ _____ p

£ _____ p

Authorisation and declaration

I confirm that the above information is true and correct in respect of costs incurred wholly, exclusively and necessarily for the performance of my Parliamentary duties.

Signature



MP

Date

27.3.08

Data protection

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Send your completed
form to

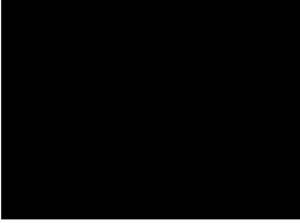
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation
completed**Comments**

Frama UK Ltd



PRO FORMA INVOICE

Laura Moffat MP



Price

1 x Sensonic franking system

£395.00



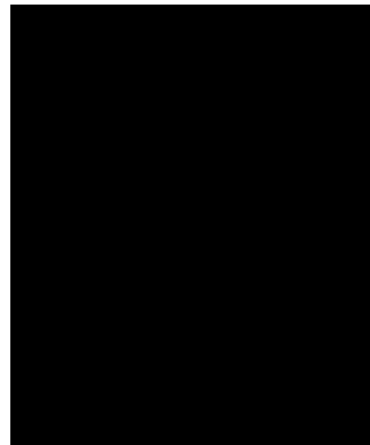
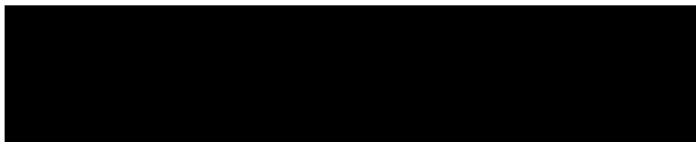
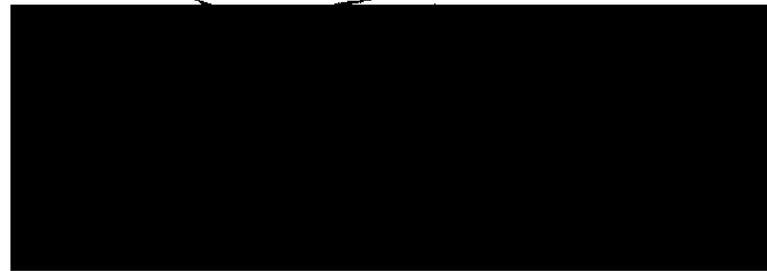
VAT

£69.12

Total payable to Frama (UK) Ltd

£464.12

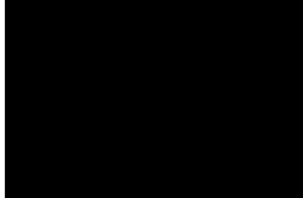
Payable on receipt of this invoice



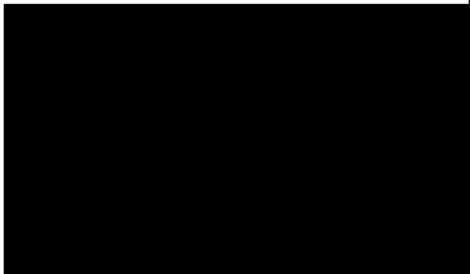
RECEIVED
23 MAR 2003



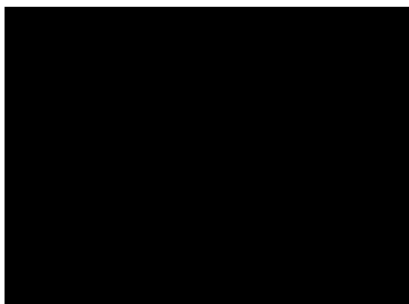
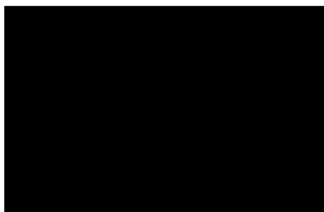
Frama UK Ltd



PRO FORMA INVOICE



Laura Moffat MP



Price

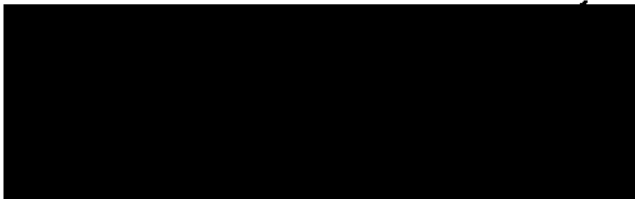
1x Postage for Franking System

£1000.00

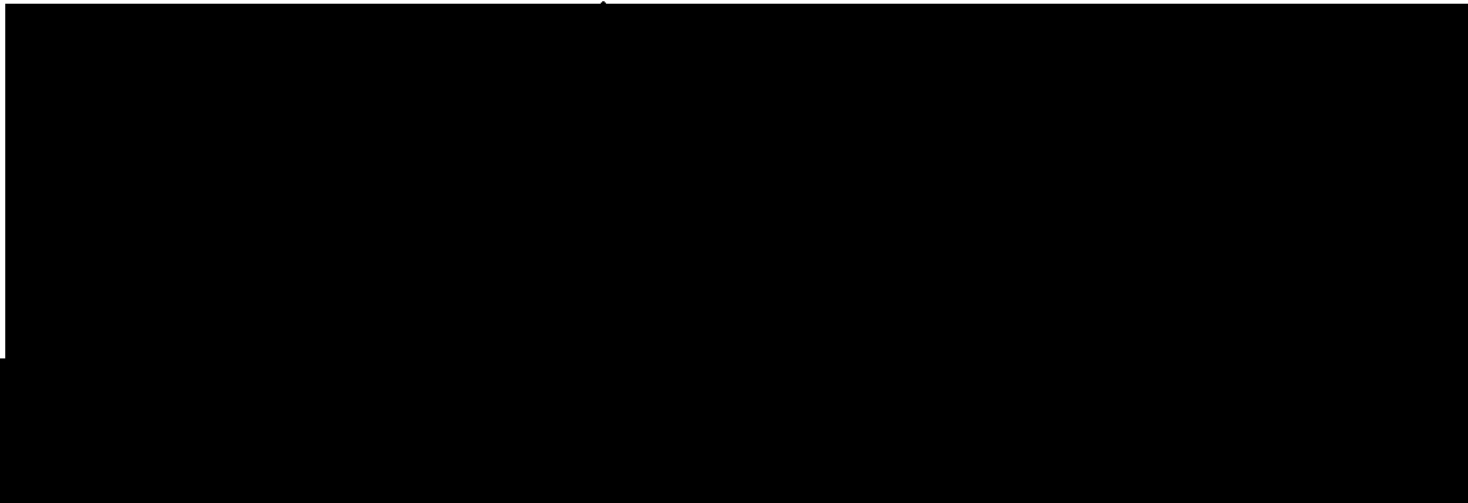
Total payable to Frama (UK) Ltd

£1000.00

Payable on receipt of this invoice



VAT No:





Communications Allowance
Direct payment of suppliers

27 MAR 2008

Comms2
page 1 of 2

27 MAR 2008

When to use
this form

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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

LAURA MORRATT

Constituency

CRAWLEY

Office use only

Costs



Claim details

You can only request

payment to suppliers for goods and services directly relating to Communications Allowance.

Please ensure

you attach all supplier invoices.

Period of claim

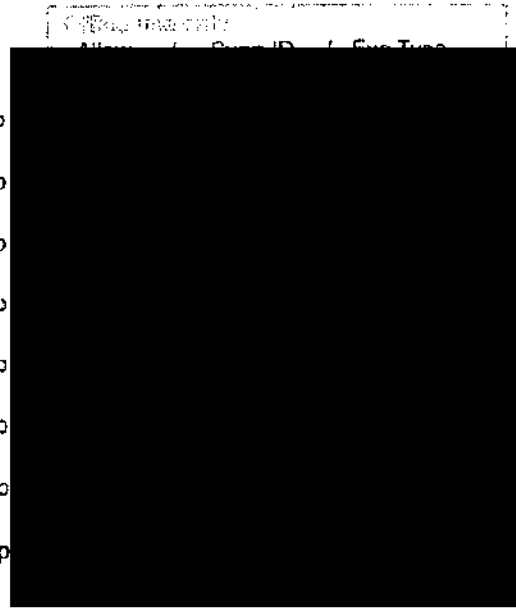
from 31 / 1 / 08 to 2 / 3 / 2008 Allowance year 07 / 08

①

Suppliers

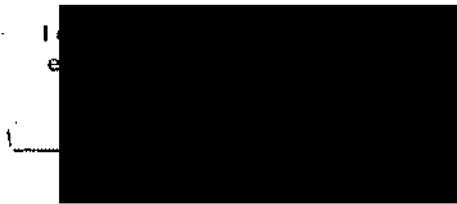
Amount

Suppliers	Amount
Banner Bus Supplies	£ 479.69 p
	£ _____ p
	£ _____ p
	£ _____ p
	£ _____ p
	£ _____ p
	£ _____ p
	£ _____ p



Authorisation and declaration

Signature



MP

Date

25/3/08

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

Invoice

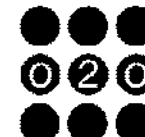
 * INVOICE NO. [REDACTED]
 * *****

Invoice To :

Laura Moffatt MP

Charge To :

Laura Moffatt MP



office2office

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: 11/03/2008

Amt. Due : 479.69

Page 1 of 1 Date 11/03/2008

Acc. No. [REDACTED] Order Date 10/03/2008

Order [REDACTED]

C.A.R. [REDACTED]

Delivered To :

Laura Moffatt MP

Customer Services

Telephone No : [REDACTED]

Fax No : [REDACTED]

Sales Order No : [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		9150014	BANNER A4 VALUE COPIER 80gsm WHITE	25	BX2500	7.7100	10/03/08	192.75	17.5	33.73
2		2040927	XEROX A4 SYMP TINTED PAPER 80g 1/WH	15	BX2500	10.4200	10/03/08	156.30	17.5	27.35
			XEROX A4 SYMPHONY TINTED PAPER 80g				10/03/08			
			IVORY WHITE 003R93964				10/03/08			
3		9000023	BANNER ENV 110x220 PLN 80g S/S WH	10	BX1000	3.4400	10/03/08	34.40	17.5	6.02
4		9670020	BANNER MP LABEL 64x34mm 24/SHEET WH	20	BOX100	1.2400	10/03/08	24.80	17.5	4.34

-226.98
 -63.65
 40.42
 29.14

02 APR 2008

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	408.25	71.44

Sales Order Total (VAT excl) 408.25

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	408.25
INVOICE V.A.T.	71.44
INVOICE TOTAL	479.69

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

08/04/2008



Communications Allowance
Direct payment of suppliers

13 NOV 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...

Your details

Name in CAPITAL LETTERS

LAURA MORRATT

Constituency

CRAWLEY

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 1/10/07 to 6/11/07

Allowance year

07/08

Suppliers

Amount

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

Table with 2 columns: Suppliers, Amount. Handwritten entries: Apple Office Equip (£ 101.93), BANNER Bus Supplies (£ 66.74p).

Authorisation and declaration

I declare in respect of costs incurred wholly, in the discharge of my Parliamentary duties.

Signature

MP

Date

6-11-07

Data protection

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Send your completed form to

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

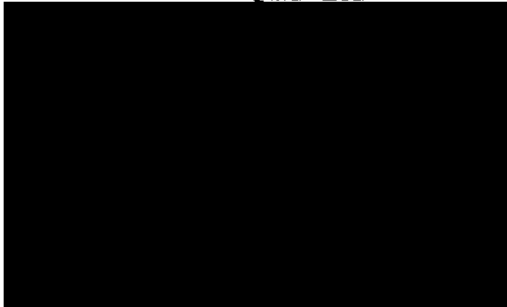
Office use only

Initials / Date

Validation completed

Comments

APPLE OFFICE EQUIP. LTD.



Invoice

VAT Reg N



Laura Moffatt M.P.



DOCUMENT No.



DATE/TAX POINT

19/10/2007

ORDER No.

ACCOUNT No.



Details

Net Amount

VAT Amount

1 Box (2 rolls) RISO RZ Masters
Risograph RZ300 Digital Printer

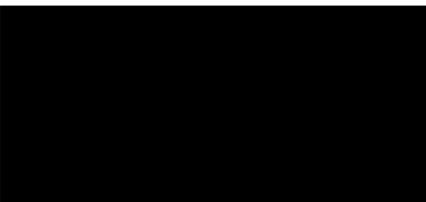
78.00

13.65

Carriage Charge

8.75

1.53



RECEIVED
22 OCT 2007

Total Net Amount

86.75

Total Tax Amount

15.18

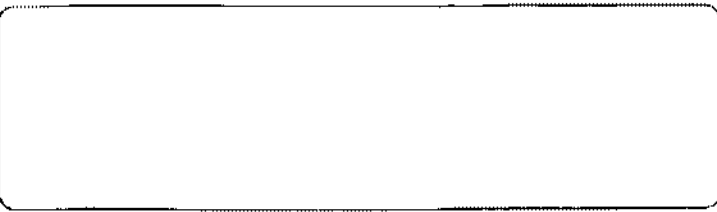
Carriage

0.00

Invoice Total

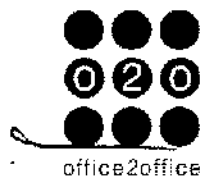
101.93

SAG 006



Invoice

 * INVOICE NO. [REDACTED]



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

Invoice To : Laura Moffatt MP
 Charge To : Laura Moffatt MP

Banner Business Supplies Ltd

[REDACTED]

Page 1 Of 1 Date 11/10/2007
 Acc.No. [REDACTED] Order Date 10/10/2007
 Order [REDACTED]
 C.A.R. [REDACTED]

Delivered To :
 Laura Moffatt MP

Customer Services
 Telephone No : [REDACTED]
 Fax No : [REDACTED]

Sales Order No [REDACTED]

Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 11/10/2007
 Amt. Due : 66.74

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		0986415	ENVISAGE HP 1010 TONER Q2612A	1	EACH	56.8000	10/10/07	56.80	17.5	9.94

[REDACTED]

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

V.A.T. Summary			Sales Order Total (VAT excl)		56.80	
Rate	Taxable Sum	V.A.T. Amount			INVOICE GOODS	56.80
17.50	56.80	9.94	VAT Registration	[REDACTED]	INVOICE V.A.T.	9.94
			Settlement	: None	INVOICE TOTAL	66.74
			Discount Terms	:	EEE Producer Registration No	[REDACTED]

22 OCT 2007



Communications Allowance

Comms1
page 1 of 2

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

LAURA MOFFATT

Constituency

CRAWLEY. ✓

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 01 / 09 / 07 to 30 / 10 / 07

Allowance year

07 / 08

Description of service or goods

Amount

COPIER LABELS.

£ _____ p

TONER CONOMA PRINTER

£ _____ p

PAPER / CARD.

£ 187 32 p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

Total

£ 187 32 p

Authorisation and declaration

- I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the course of my Parliamentary duties.

Signature

MP

Date

17/10/07

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.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

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

Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

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£

£

Comments

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Communications Allowance
Direct payment of suppliers



13 AUG 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

LAURA MOFFATT

Constituency

CRAWLEY

Office use only

Costs



Claim details

You can only request payment to suppliers for goods and services directly relating to Communications Allowance
Please ensure you attach all supplier invoices.

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

Period of claim

from 01 / 07 / 07 to 31 / 07 / 07

Allowance year

07 / 08.



Suppliers

Amount

Office use only

Allow.

Supp ID

Exp.Type (Cat 5)

CLARKE STATIONERS

£ _____ P

£ 213.91 P

£ _____ P

£ _____ P

£ _____ P

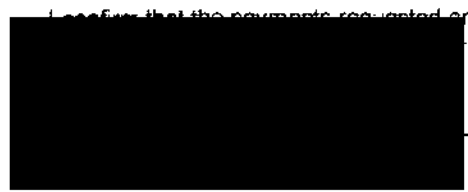
£ _____ P

£ _____ P

£ _____ P



Authorisation and declaration



Signature

MP

Date

7/8/07.

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

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>	AM	
Date:	05/09/2007	

Transfer Description	Account Code	Cost Centre								Debit £	Credit £
			Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7			
Transfer from IEP to Comms			07_08								213.91
Transfer from IEP to Comms			07_08						213.91		

Total	213.91	213.91
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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)*