



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

MEMBERS

Comms2

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BUDGETS

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

Maha Pritchard

Constituency

The Wrekin

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 \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Allowance year

07/08 ✓

Suppliers

Amount

Parliamentary over-letters

£ 7450.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

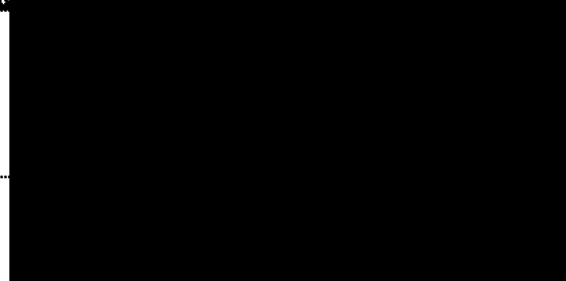
£ : p

£ : p

Authorisation and declaration

Signature

I



of costs incurred wholly, Parliamentary duties.

MP

Date

22/5/08

**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.

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

**Mark Pritchard MP**

Invoice: [REDACTED]  
 Date: 28<sup>th</sup> March 2008  
 Customer Reference: Mark Pritchard MP  
 TB Marketing Reference: [REDACTED]

Description	Unit Price	Net Amount	VAT Amount	Invoice Total
✓ Mark Pritchard MP Parliamentary Updates & Newsletters	[REDACTED]	6340.42	1109.58	
Payment Terms 7 Days From Receipt Of Invoice.				
Cheques Payable To 'TB Marketing Solutions Ltd'		6340.42	1109.58	<b>7450.00</b>
[REDACTED]				

**Please note, debit payment now available.  
 Please call for further information.**

[REDACTED]



**Communications Allowance**  
**Direct payment of suppliers**

2008 2009 1 1

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**Your details**

Name  
in CAPITAL LETTERS

MARK PRITCHARD MP

Constituency

THE WREKIN

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 103/08 to 105/08

Allowance year

07/08

Suppliers

Amount

Buttermountain Ltd

£ 881.25 p

£ p

£ p

£ p

£ p

£ p

£ p

£ p

**Authorisation and declaration**

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

Signature

MP

Date

10 March 08

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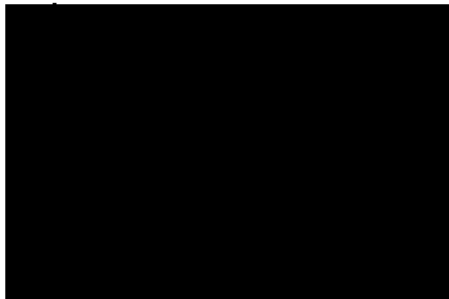
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**Office use only**



Initials / Date



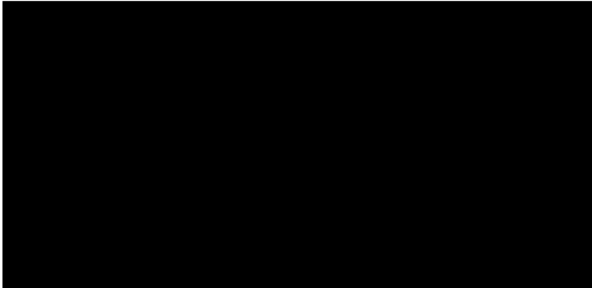
Validation  
completed

Comments



Mark Pritchard MP  


Invoice Number	
Tax/Invoice Date	04/03/2008
Order Number	
Account Number	

Quantity	Details	Unit Price	Net Amount	VAT Rate	VAT
1.00	 Maintenance for March, April & May 2008	750.00	750.00	17.50	131.25
					
					



<b>Total Net Amount</b>	750.00
<b>Carriage Net</b>	0.00
<b>Total VAT Amount</b>	131.25
<b>Invoice Total</b>	881.25





Communications Allowance
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20 FEB 2008

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Your details

Name in CAPITAL LETTERS

MARK PRITCHARD MP

Constituency

THE WREKIN

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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 01/06 to 1/08

Allowance year

07/08

Suppliers

Amount

Buttermountain Limited Domain Registration

£ 39.72 p

£ : p

£ : p

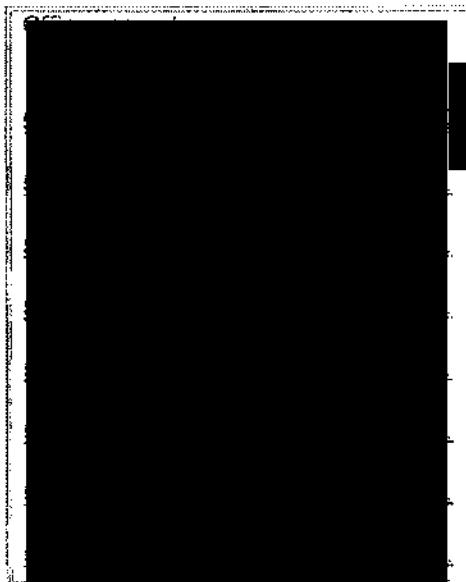
£ : p

£ : p

£ : p

£ : p

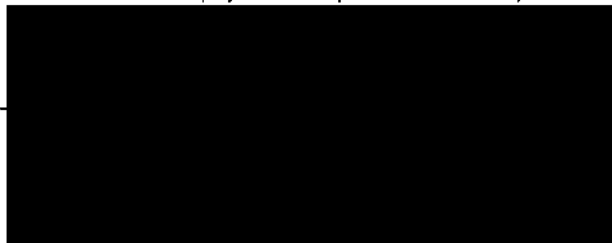
£ : p



Authorisation and declaration

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

Signature



Date

19 Feb 08

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Comments



Mark Pritchard MP

Invoice Number

Tax/Invoice Date

Order Number

Account Number

02/02/2008

Quantity Details

Unit Price Net Amount VAT Rate VAT

1.00	Domain registration for [REDACTED] for 2 years from Jan 06	16.90	16.90	17.50	2.96
1.00	Domain registration for [REDACTED] for 2 years from Jan 08	16.90	16.90	17.50	2.96
1.00		0.00	0.00	17.50	0.00

Total Net Amount 33.80

Carriage Net 0.00

Total VAT Amount 5.92

Invoice Total 39.72