



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

NICK CLEGG

Constituency

SHEFFIELD HALLAM

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 23/11/07 to 26/11/07

Allowance year

07/08

Suppliers

1

Amount

SHEFFIELD HALLAM LIBRARIAN

£ 223.25 p

(FREEPOST ON NHS SURVEY REPLIES)

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

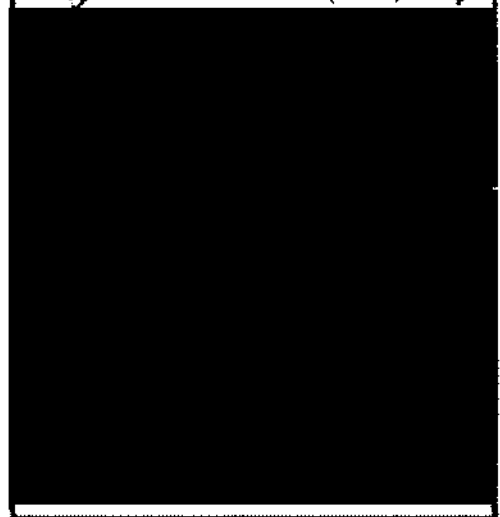
£ : p

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



MP

Date

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

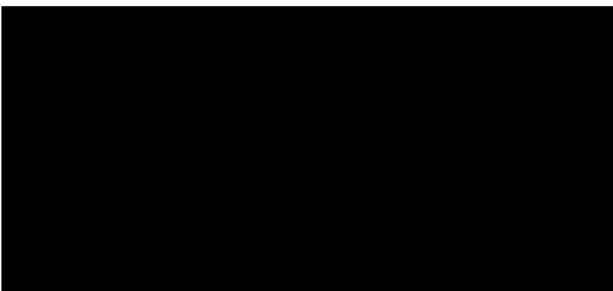
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

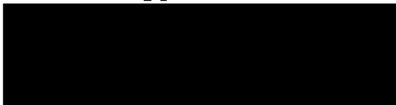
Validation completed

Comments



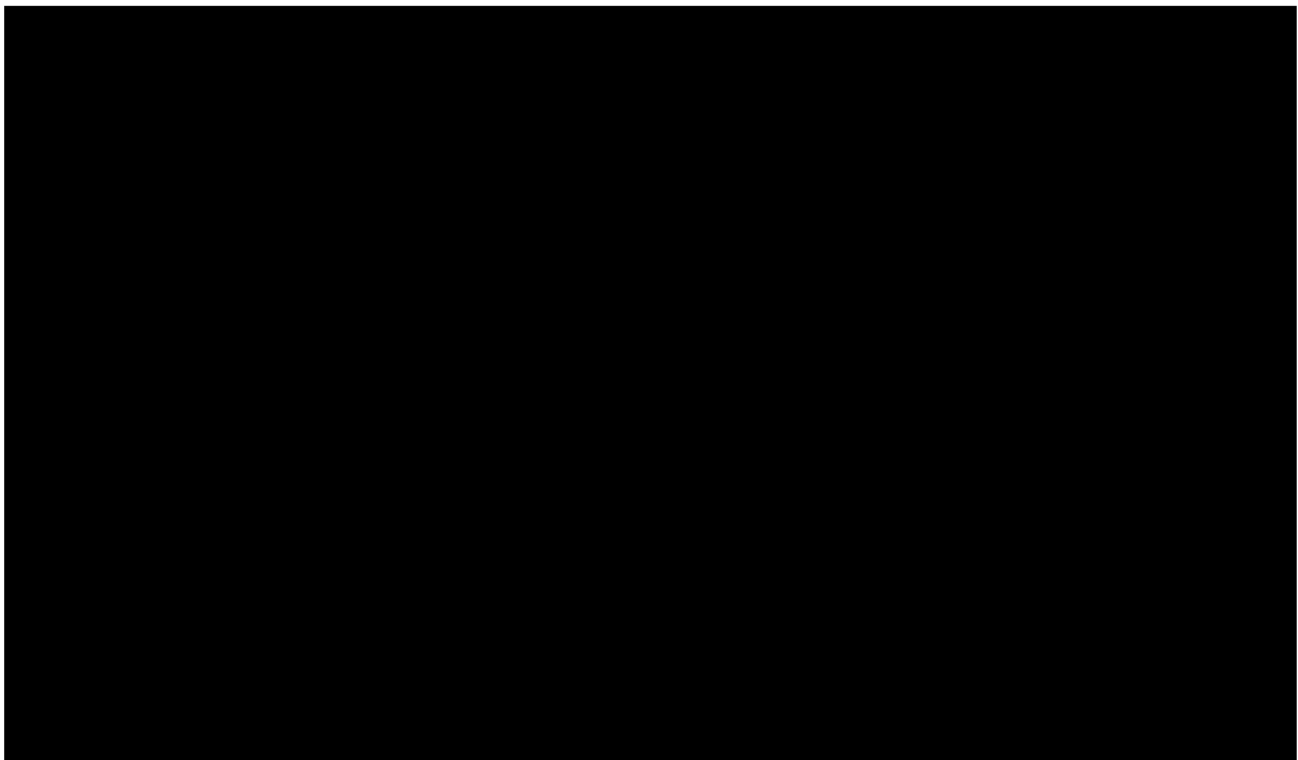
INVOICE

Nick Clegg, MP ✓



For use of the Sheffield Hallam Constituency freepost address for replies to the NHS survey: 950 responses @ 0.235p per unit:

£223.25 ✓





Communications Allowance
Direct payment of suppliers

14 NOV 2007

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Your details

Name
in CAPITAL LETTERS

NICK CLEGG ✓

Constituency

STEEPLE HALLAM

Office use only Cos [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 28/9/07 to 31/10/07 Allowance year 07/08 ✓

Suppliers	Amount
RESPONSE, ANALYSIS	£ _____ p
EMAILING LTD	£ 1913.57 p
(NHS SURVEY TO CONSTITUENTS)	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

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

31/10/07

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Send your completed form to Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

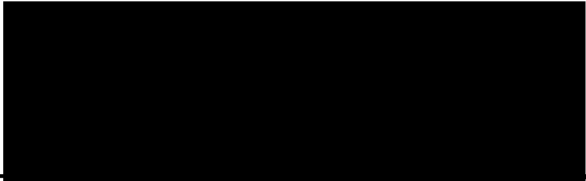
Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments 	



RESPONSE, ANALYSIS & MAILING LTD

RESPONSE, ANALYSIS & MAILING LTD

Invoice

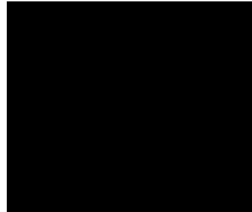


Finance Department




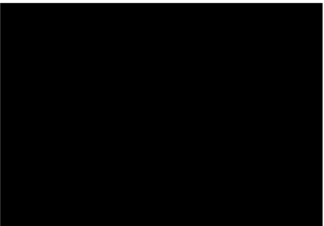

Date: September 28, 2007

Invoice No.:



Customer Order:

Our Job No:

Cost Code	Description	Amount	VAT	Total
	FAO:  Sheffield Hallam Surveys			
01	To receive data. To computer set up and and format of data. To print image format data. To inkjet set up. To inkjet personalise survey. To fold A3 survey to A5. To enclose 2 inserts into C5 window wallet gummed envelope (not to be sealed) and boxed in order. To supply C5 window gummed wallet envelopes. To supply and print A4 letter 4 colour and fold to A5. To supply and print A3 survey duplex x 26,314			
	Charge:	£ 1,628.57	£ 285.00	£ 1,913.57
24	Couriers Above costs include 1 pallet delivery. Additional cost for extra pallets plus unloading and stacking boxes by hand plus overnight storage and re-delivery.			
	Charge:	£ 285.00	£ 49.88	£ 334.88

Total Amounts: £ 1,913.57 £ 334.88 £ 2,248.45

Nett Total: £ 2,248.45





Communications Allowance
Member's reimbursement form

14 NOV 2007

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

NICK CLEGG

Constituency

SHEFFIELD HALLAM

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 1/04/07 to 31/10/07

Allowance year

07/08

Description of service or goods

Amount

POSTAGE ON LETTERS TO CONSTITUENTS (invites to transport meeting) £ 97.24 p

POSTAGE ON LETTERS TO CONSTITUENTS (invites to health mgmt) £ 80.64 p

POSTAGE ON NHS SURVEYS TO CONSTITUENTS £ 192.00 p

Total

£ 369.88 p

Office use only

Alloc / Exp Type / cost

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

31/10/07

Data protection

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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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£	
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£	
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Comments

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Communications Allowance
 Direct payment of suppliers
 19 SEP 2007

1

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Your details

Name in CAPITAL LETTERS

NICK CLEGG

Constituency

SHEFFIELD HALLAM

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 01/09/07 to 18/09/07

Allowance year

07/08

Suppliers

Amount

EVOLUTION PRINT LTD £ 1196.13 p
 (MP'S ANNUAL REPORT)

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type

Authorisation and declaration

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

Signature

MP

Date

18/9/07

Data protection

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

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

INVOICE
Nick Clegg MP



EMAIL 12/09/2007

OUR REF

YOUR REF

DESCRIPTION

PRICE

33900 6pp 1/3 A4 Annual Reports
Our Ref
Delivery

1,155.00
35.00



1,190.00

VAT 6.13

TOTAL 1,196.13

