



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

Comms2

page 1 of 2

09 OCT 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 contact the Comms2 team.

Your details

Name in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY

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 / 09 / 07 to 30 / 09 / 07

Allowance year

07 / 08

Amount

	Amount
Salisbury Comm	£ _____ : _____ p
South Wilts Commuter Group	£ 30 : 00 p
South Wilts Commuter Group	£ 10 : 00 p
South Wilts Commuter Group	£ 15 : 00 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

5th October '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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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

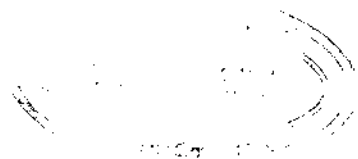
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation completed

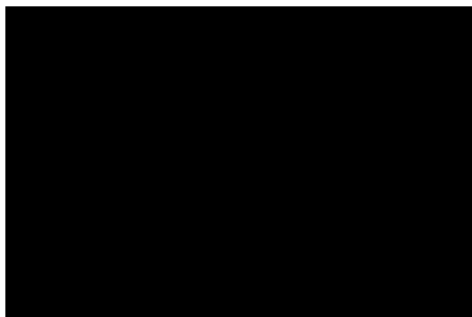
Comments



 **Conservatives**



To: Mr Robert Key MP



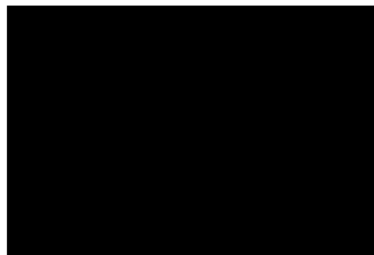
From:



Date: 11th September 2007



INVOICE



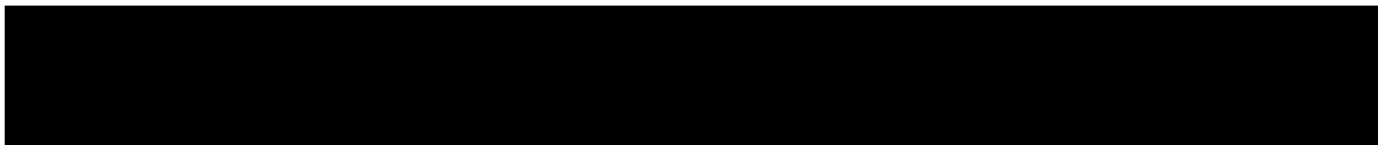
Printing of Flyers and Leaflets on 7th September 2007:

100 x A4 Posters
300 x Flyers
2 x A5 Flyers

£30.00

TOTAL

£30.00





Conservatives

To: Mr Robert Key MP

From:

Date: 26th September 2007

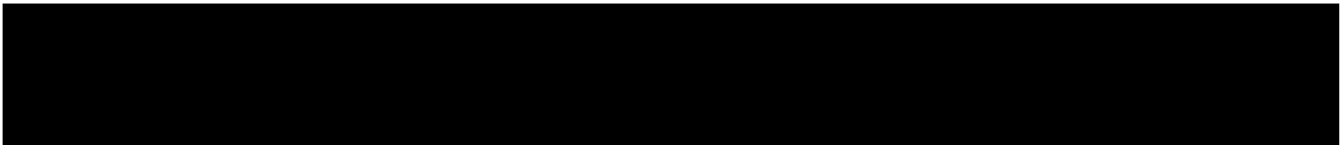
INVOICE

Printing of Flyers on 18th September 2007:

125 x A4 Posters

TOTAL

£10.00



13 SEP 2007
House of Commons

~~Conservative Party~~ **Conservatives**

To: Mr Robert Key MP

From:

Date: 13 September 2007

INVOICE

Printing of Flyers on 13th September 2007:

200 x A4 Posters

TOTAL

£15.00

[Redacted]



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

17 JUL 2007

Comms2

page 1 of 2

When to use this form

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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

ROBERT KEY

Constituency

SALISBURY

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 1 / 07 / 07 to 31 / 07 / 07

Allowance year

07 / 08

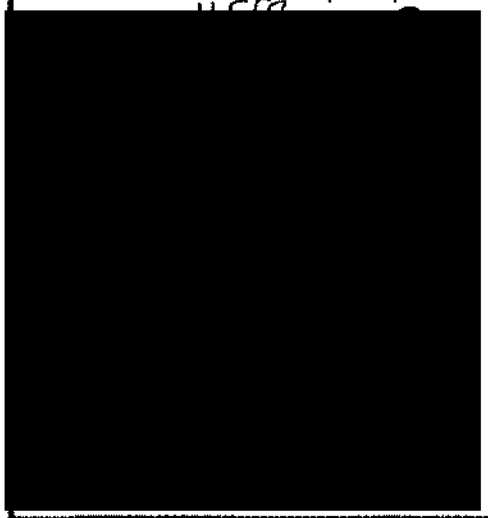
Suppliers

Amount

Suppliers	Amount
Newsquest	£ 65 : 31 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

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



Signature and declaration

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

Signature

[Redacted Signature]

MP

Date

14 / 7 / 07

Data protection

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Send your completed form to

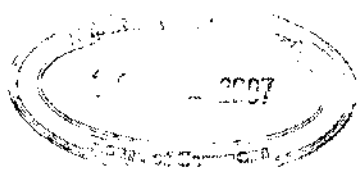
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation completed

Comments



INVOICE

Page 1 of 1

11 JUL 2007

Payment due by:

20/08/07

Invoice No.:



Account No.:



Date & Tax Point:

05/07/2007

Advert ID:



Size:

Order No.:



Salisbury Conservative Ass
Conservative & Unionist Assoc
The Morrison Hall
Salisbury Wilts
SP1 2AJ

Insert
Date

05/07/07

Publication

Salisbury Journal - Sal

Description

Letters page advert

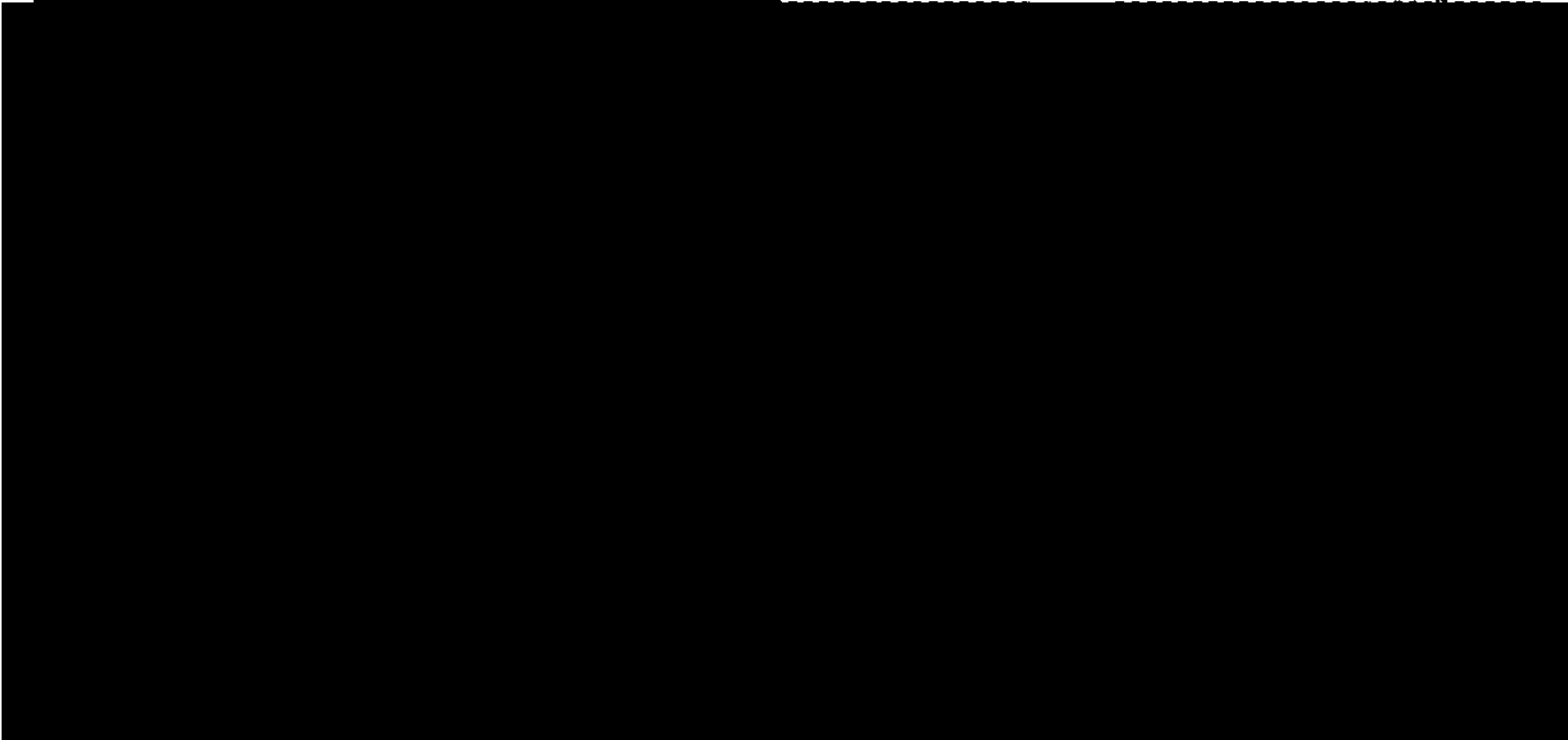


Credit Limit: £1,000.00



Thank you for
your business.

Total Price:	£55.58
Total VAT:	£9.73
Total Amount Due:	£65.31





Communications Allowance
Direct payment of suppliers

11 JUN 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

ROBERT KEY

Constituency

SALISBURY

Office use only

Costs

Claim details

You can only request Please ensure

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

Period of claim

from 1/05/07 to 31/05/07 Allowance year 07/08

Suppliers

Amount

Newspaper Evening ads

£ 130 : 62 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

MP

Date

3/6/07

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



[Redacted]

[Redacted]

[Redacted]

Account Name:
Account No.:
Statement Date:

[Redacted]

01/06/2007

[Redacted]

[Redacted]

Invoice Date	Invoice No.	Invoice Amount	Balance Outstanding
27/05/07	[Redacted]	£130.62	£130.62

[Redacted]

[Redacted]



Communications Allowance

Member's reimbursement form 1 1 JUN 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

ROBERT KEY

Constituency

SALISBURY

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 1/5/07 to 31/5/07 Allowance year 07/08

Table with 2 columns: Description of service or goods, Amount. Row 1: Speeches and Business Cards, £ 109 : 00 p.

Total £ 109 : 00 p

Office use only Allow. / Exp. Type (cat5)

Authorisation and declaration

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

Signature

MP

Date

9 June 07

Data protection

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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	<input type="text"/>	514500	<input type="text" value="£"/>
		514525	<input type="text" value="£"/>

Comments

SPEEDYPRINT

Print and Copy

INVOICE NO

23/5/07

Date: 23/5/07
(Tax Point)

Name: Robert Key M P

Address:

Your Order/Ref No

Quantity	Description	£	p
500	Business cards <i>Paid 8/6/07</i> <i>Comms 1 (of 1000)</i> <i>9/6/07</i>	92	77
<p>TERMS: Nett Cash Strictly 30 days from date of invoice</p>		E.&O.E.	

Zero VAT

Net taxable

VAT

Deposit paid

Total payable

Speedyprint staff signature

Date:

92	77		
16	23		
109	00		



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

ROBERT KEY

Constituency

SALISBURY

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 1/4/07 to 30/4/07

Allowance year

07/08

Suppliers

Amount

Newsquest

130.62
£ 326.55 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, exclusive of my Parliamentary duties.

Signature

MP

Date

11/5/07

Data protection

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

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

Robert J.
08 MAY 2007
52195.0

Account Name:
Account No.:
Statement Date:

02/05/2007

Invoice Date	Invoice No.	Invoice Amount	Balance Outstanding
01/04/07		£195.93	£195.93
29/04/07		£130.62	£130.62



Communications Allowance
Direct payment of suppliers

08 MAY 2007

Comms2

page 1 of 2

When to use this form

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About filling in this form

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Your details

Name in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY

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 / / to / /

Allowance year

07 / 08

Supplier

Amount

Newsquest Invoice

193 : 95 p

Office use only

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

Table with 2 columns: Supplier, Amount. Includes rows for Newsquest Invoice and several empty rows for additional entries.

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

4/5/07

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

[Redacted]

[Redacted]

Account Name:
Account No.:
Statement Date:

[Redacted]

03/04/2007

[Redacted]

Invoice Date

Invoice No.

01/04/07

[Redacted]

Invoice Amount

Balance Outstanding

£195.93

£195.93

[Redacted]



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

09 APR 2008

Comms2

page 1 of 2

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About filling in this form

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Your details

Name
in CAPITAL LETTERS

ROBERT KEY

Constituency

SALISBURY

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.

from 1 / 03 / 08 to 31 / 03 / 08 Allowance year 07 / 08 ✓

Suppliers

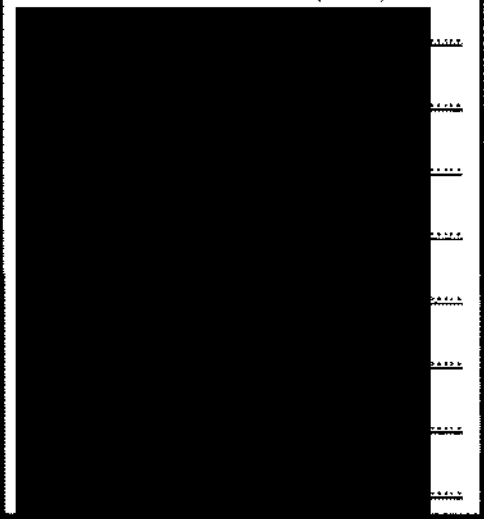
Amount

Suppliers	Amount
<u>TV NEWS QUOTE</u>	<u>£ 141 : 00 p</u> ✓
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

£ 141.00 ✓

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 in the performance of my Parliamentary duties.

Signature

MP

Date

5/4/08

Data protection

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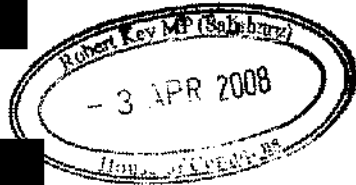
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

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

INVOICE

VAT Reg. [REDACTED]

Page 1 of 1



Payment due by:

20/04/2008

Invoice No.:

[REDACTED]

Account No.:

Date & Tax Point:

30/03/2008

Advert ID:

[REDACTED]

Size:

5x2

Order No.:

[REDACTED]

Insert Date

13/03/2008
27/03/2008

Publication

Salisbury Journal - Sal
Salisbury Journal - Sal

Description

salisbury conservatives
salisbury conservatives

