



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

ROSIE COOPER

Constituency

WEST LANCASHIRE

Office use only

Cost

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 31/03/08 to / /

Allowance year

07/08

Description of service or goods

Amount

Postage Stamps.

£504 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£504 : 00 p

Office use only

Allow. / Exp. Type (cat5)

Authorisation and declaration

I declare

that the costs claimed have been incurred wholly, exclusively and necessarily

Signature

MP

Date

08/04/08

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

Validation completed

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Input subtotals per Cat 5

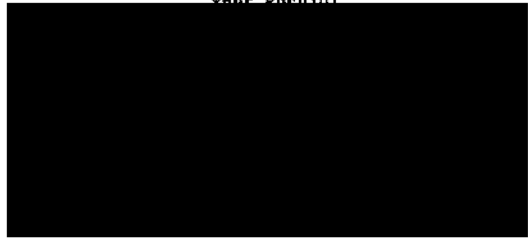


£
£

Comments



Post Office Ltd.
Your Receipt



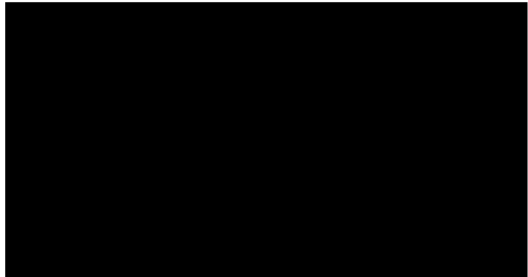
Postage stamp		
1 @ 504.00		504.00
TOTAL DUE TO POST OFFICE		504.00
Mastercard	FROM CUSTOMER	504.00
BALANCE		0.00



Payment Retail



Amount: £504.00





Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

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

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Your details

Name in CAPITAL LETTERS

ROSIE COOPER

Constituency

WEST LANCASHIRE

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 01/10/07 to 05/10/07 Allowance year 2007/2008

Suppliers Amount

Table with 2 columns: Suppliers, Amount. Rows include Viking Direct (£156.72p), B&M Office Machines (£385.40p), Arrow (£162.15p), Viking Direct (£66.49p).

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

Large empty box for office use only details.

Authorisation and declaration

- I confirm that the above details are correct and complete.

I declare that the above details are correct and complete in respect of costs incurred wholly, or in part, for the purpose of my Parliamentary duties.

Signature

MP Date

Data protection

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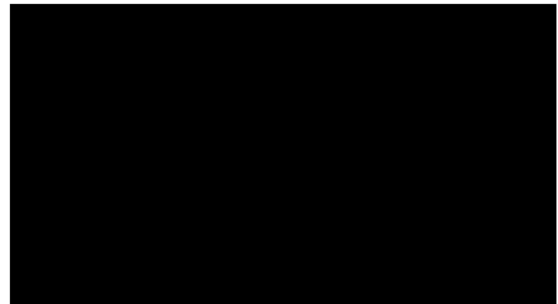
Validation completed

Comments

B&M Office Machines Ltd
Digital Solutions

INVOICE

Date Number 04/10/07



Invoice Address
 ROSIE COOPER MP

Delivery Address

Customer reference	Account	Our Ref	Page
			1

Stock code	Description	Qty	Unit	Unit Price	Amount
	TO SUPPLY				
	RP BLACK SOYINK 2 TUBES PER BOX	5	BOX	38.30	191.50
	RISO BRIGHT RED SOYINK 2 TUBES PER BOX	3	BOX	45.50	136.50

IMPORTANT ADVICE!
 ANY DAMAGES, ERRORS OR
 SHORTAGES, MUST BE NOTIFIED
 WITHIN 48 HOURS
 OF RECEIPT.

UNLESS YOU PAY BY OUR DIRECT
 DEBIT AGREEMENT THEN TO ENSURE
 CONTINUITY OF SERVICE PLEASE
 ENSURE PAYMENT IS RECEIVED BY
 04.11.07



Vat Analysis			
1	17.50%	328.00	57.40

Goods	328.00
Vat	57.40
Total	385.40

Received in Good Condition
 Name:

✓ E&OE

Terms of Business - STRICTLY 30 DAYS



Comms.


ARROW
BUSINESS CENTRE



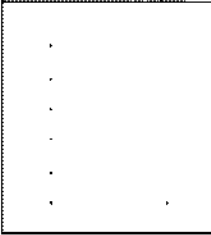
Number	[Redacted]
Date	05/10/07 ✓
Account No.	[Redacted]
Order No.	Chris

INVOICE


Invoice To:

ROSIE COOPER MP


Deliver To:

 RECEIVED
 24 OCT 2007

Product/ Description	Quantity	Unit	Goods Value	Disc Rate	Net	Vat Rate	Vat
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 LD035/LD045/LD135/LD145 TONER 888513	2	69.00000	138.00	0.00	138.00	17.50	24.15
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60 100 1000



1

1

ACCOUNT No.	DATE	INVOICE No.	YOUR REFERENCE	DATE ENTERED	DATE DESPATCHED
[REDACTED]	1/10/07	[REDACTED]	[REDACTED]	1/10/07	0/00/00

TERMS: NETT 30 DAYS

Ms Rosie Cooper MP

Ms Rosie Cooper MP

All goods remain property of Viking Direct until invoice is settled in full

DESCRIPTION	CATALOGUE NUMBER	QTY DESPATCHED	VAT %	LIST PRICE	YOUR COST	NETT COST
VIKING ECON A4 COPIER	[REDACTED]	50 RM	17.5	7.28	1.290	64.50
1M DL S/SEAL WINDOW ENV	[REDACTED]	6 BX	17.5	37.00	9.790	58.74
1M DL S/SEAL WINDOW ENV	[REDACTED]	3 BX	17.5	37.00		.00
5C WHITE A3 COPIER PAPER	[REDACTED]	2 RM	17.5	18.20	3.790	7.58

20 NOV 2007

TOTAL VALUE AT LIST PRICE	YOU SAVED THIS AMOUNT	NETT TOTAL	CARRIAGE	PROTECTION PLUS	V.A.T.	PAID IN ADVANCE	PLEASE PAY THIS AMOUNT	AMOUNT DUE
733.40	602.58	130.82	FREE	2.56	23.34			156.72

PICKING LIST

Box Size
Box Weight
Split Ca

Invoice to:
MS ROSIE COOPER MP

Shipped to:
MS ROSIE COOPER MP

YOUR VIKING ACCOUNT NO.	PACKING LIST NO.	DATE ENTERED	DATE DESPATCHED	CARRIER	NO. OF CARTONS	TOTAL WEIGHT	YOUR PURCHASE ORDER NUMBER	DELIVERY CHARGES
		05/10/07	05/10/07		1	9kg		FREE

LOCATION	PICKING QTY	UM	CATALOGUE NO.	DESCRIPTION	OFFICE DEPOT SKU	INSP	LINE
	10	BX		EDAY LASER LABEL Manuf.ref Invoice enclosed in Box			001
	*****		*****		*****		



1 [REDACTED]

1 [REDACTED]

[REDACTED] DATE / 07 [REDACTED] DATE ENTERED DATE / 00 [REDACTED] DATE DESPATCHED

Ms Rosie Cooper MP Ms Rosie Cooper MP

[REDACTED] [REDACTED]

TERMS: NETT 30 DAYS

All goods remain property of Viking Direct until invoice is settled in full

EDAY	LAGER LABEL	DESCRIPTION	QTY BY DESPATCHED	VAT %	LIST PRICE	YOUR COST	NETT COST
[REDACTED]							

 * Buy any ink or toner cartridge from Viking Direct between now and 31st December *
 * 2007, and you will be entered into our 1 million point Nectar prize draw. *

[REDACTED]						AMOUNT DUE	
TOTAL VALUE AT LIST PRICE	YOU SAVED THIS AMOUNT	NETT TOTAL	CARRIAGE PROTECTION	V.A.T.	PAID IN ADVANCE	PLEASE PAY THIS AMOUNT	66.49
27.90	19.90	54.90	FREE	9.90			✓

Please write your account number on the back of your cheque and return it with this counterfoil.
Please do not staple together

[REDACTED]



FINANCE & ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

Comms2

page 1 of 2

29 APR 2008

When to use this form

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Your details

Name
in CAPITAL LETTERS

ROSIE COOPER

Constituency

WEST LANCASHIRE

Office use only	Cost	
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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 31 / 03 / 08 to / /

Allowance year

07 / 08 ✓

Suppliers

Amount

Midshire

£ 3231.25 p ✓

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ 3,231.25 ✓

Office use only

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

Authorisation and declaration

- I
- e

...spect of costs incurred wholly,
...of my Parliamentary duties.

Signature

MP

Date

11/04/08

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

MIDSHIRE

BUSINESS SYSTEMS (NORTHERN) LTD

INVOICE Date 31/03/08
Number [REDACTED]



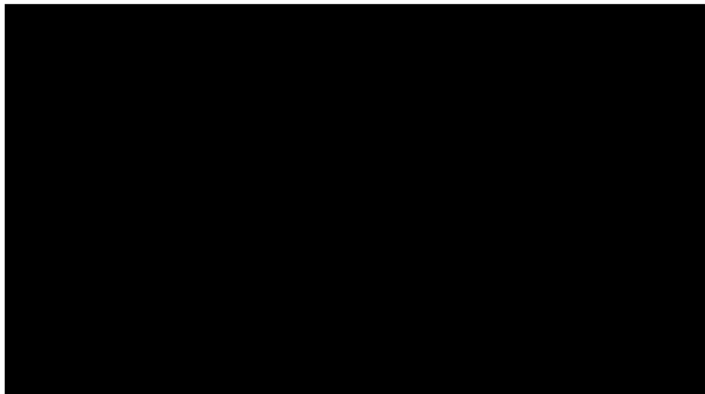
Invoice Address
ROSIE COOPER MP
[REDACTED]

Delivery Address
ROSIE COOPER MP
[REDACTED]



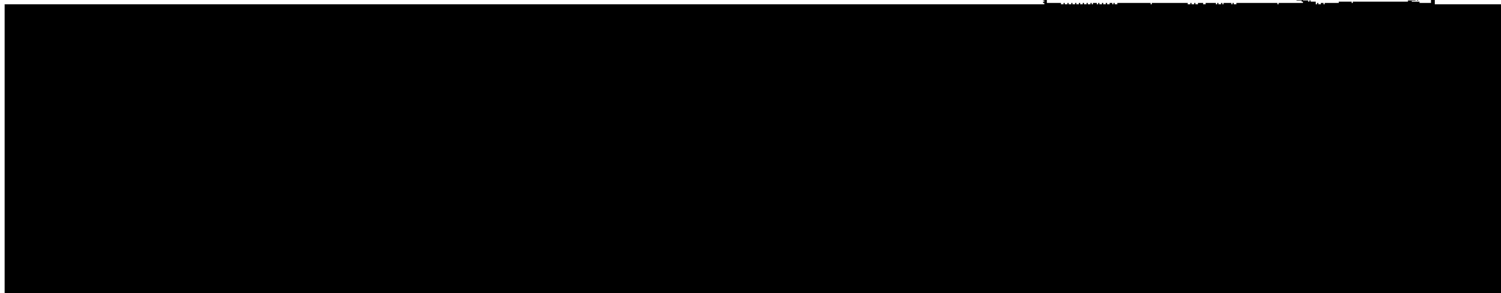
Customer reference	Account	Our Ref	Page
	[REDACTED]		1

Stock code	Description	Qty	Unit	Amount
SMARTSTART	SMART START FOLDER INSERTER 2 STATION	1		2750.00



Vat Analysis		
17.50%	2750.00	481.25

Goods	2750.00
Vat	481.25
Total	3231.25





Communications Allowance
Member's reimbursement 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 ROSIE COOPER
Constituency WEST LANCASHIRE.

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 26/02/08 to 17/03/08 Allowance year 07/08

Office use only

Allow. / Exp. Type (cat5)

Description of service or goods	Amount
<u>Postage Stamps</u>	<u>£ 2072.00</u> p
<u>Postage Stamps.</u>	<u>£ 1008.00</u> p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Total

£ 3080.00 p

Authorisation and dec

red wholly, exclusively and necessarily

Signature

MP

Date 17/03/2008

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Validation Team, Operations Directorate,
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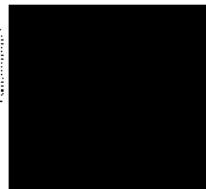
Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

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£ 3080.00

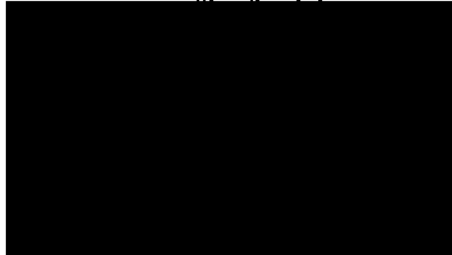
£

Comments

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Post Office Ltd.

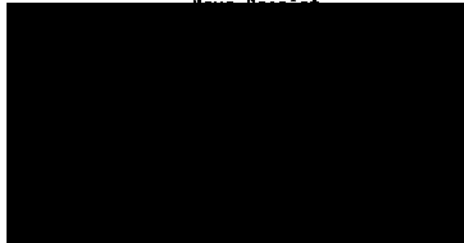


SAS bk 2nd x 12		
250 @ 2.88		720.00
S/a 2ndx100		
28 @ 24.00		672.00
S/a 1stx100		
20 @ 34.00		680.00
TOTAL DUE TO POST OFFICE		2072.00
Cheque	FROM CUSTOMER	2072.00
BALANCE		0.00

Thank You

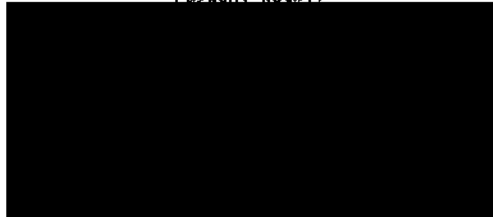


Post Office Ltd.

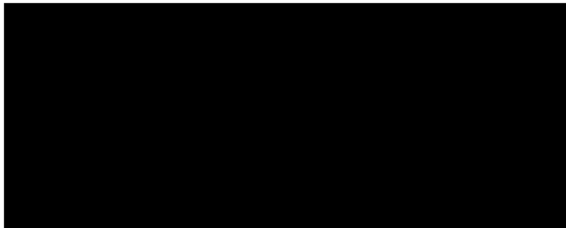


S/a 2ndx100		
42 @ 24.00		1008.00
TOTAL DUE TO POST OFFICE		1008.00
Mastercard	FROM CUSTOMER	1008.00
BALANCE		0.00

Payment Retail



Amount: £1008.00





Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

25 MAR 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

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Your details

Name
in CAPITAL LETTERS

ROSIE COOPER

Constituency

WEST LANCASHIRE

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 01/03/2008 to 17/03/2008 Allowance year 07/08

Suppliers

Amount

Suppliers	Amount
Royal mail	£ 36 : 50 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

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

Authorisation and de

ject of costs incurred wholly,
of my Parliamentary duties.

Signature

MP Date 17/03/2008

Data protection

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Send your completed
form to

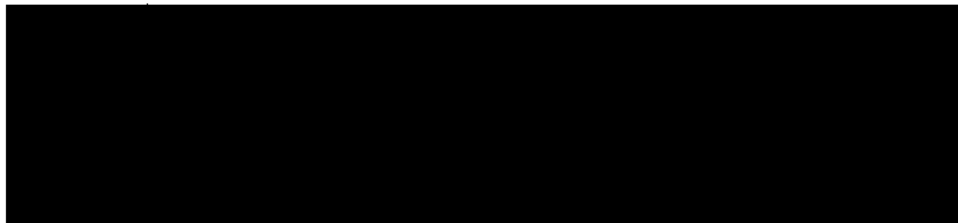
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Office use only

Initials / Date

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completed

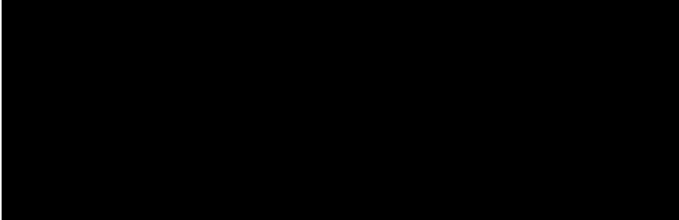
Comments



Invoice number [redacted]
 Invoice date
10 Mar 2008
 Page
1 of 1

Invoice

To
ROSIE COOPER MP



Account held at
ROSIE COOPER MP

Customer account number



Terms
30 days

Legal entity number



Please pay by
09 Apr 2008

Bucket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight (kg)	Unit cost (£)	Net value	VAT
------------	------------------------	-------------------------------	--------	---------------------	-------------	---------------	-----------	-----

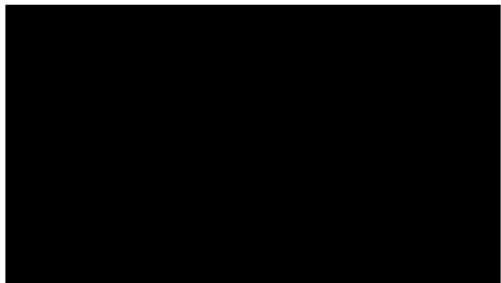
Licence/Fee

LARGE RESPONSE LICENCE INLAND

07 Mar 2008

36.50 E

Total Net	36.50
Total VAT	E = exempt 0.00
Total	36.50



Payment advice

Paying by BACS?

Total amount due [redacted]



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Your details

Name in CAPITAL LETTERS

ROSIE COOPER

Constituency

WEST LANCASHIRE

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 11 / 12 / 2007 to 21 / 01 / 08

Allowance year

07 / 08

Description of service or goods

Amount

Postage

£ 2053 : 51 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 2053 : 51 p

Office use only

Allow Exp. Type (cat5)

Authorisation

I incurred wholly, exclusively and necessarily

Signature

MP

Date

21 / 01 / 08

Data protection

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Initials / Date

Input subtotals per Cat 5

Validation completed

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£ 2053.51

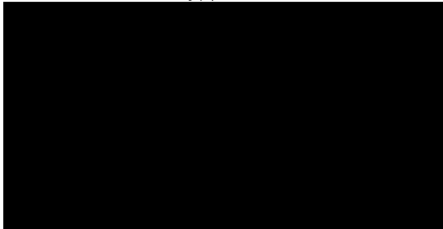
£

Comments

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Post Office Ltd.
Your Receipt



Postage stamp			
1 @	3.51		3.51
2nd class stamp			
6700 @	0.24		1608.00
1st class stamp			
1300 @	0.34		442.00
TOTAL DUE TO POST OFFICE			2053.51
Cheque		FROM CUSTOMER	2053.51
BALANCE			0.00

Thank You