



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, see Green Book section 5.13.1.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

RUDI VIS

Constituency

FINCHLEY AND GOLDERS GREEN

Claim details

Please ensure

- your claim totals more than £100 - this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

31 / 03 / 06

Allowance year

2005 05 06

Incidental Expenses Provision claims

Table with 2 columns: Suppliers, Amount. Rows include Item 1 (Finchley & Golders Green Lab Party), Item 2, Item 3, Item 4, and Item 5.

Total £ 4,030 : 48 p

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ : p
Item 7	_____	£ : p
Item 8	_____	£ : p
Item 9	_____	£ : p
	Total	£ : p

Office use only		
Allow or A/c code	Supplier ID	Exp/ 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 07 / 04 / 2006

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 Inland Revenue. 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			
Validation	Initials	Date	
Claims received	_____	____/____/____	
Signature check	_____	____/____/____	
Funds check	_____	____/____/____	
Allowable expenditure	_____	____/____/____	
Validation	Initials	Date	
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
Processing Input	_____	____/____/____	

Please use margin for comments

✓
Finchley & Golders Green Labour Party

To: **Rudi Vis MP**
[Redacted]

31/03/06

**Provision of Office and Services.
1st January 2006 to 31st March 2006**

In accordance with our agreement the following payment is due.

Rent of office accommodation:	£ 1,625.00
Service costs, office equipment and supplies.	£ 2,405.48
Total.	£ 4,030.48 ✓

Payment is requested to Account 08-60-01 20088497 at the Unity Trust Bank.

C2. DIRECT PAYMENT

Enclose certified invoices to allow direct payment to be made from my Office Costs Allowance

Invoice	Supplier's name	Amount £
1	FINCHLEY AND GOLDSBORO LABOUR PARTY TREASURER	4,051.19
3		
4		
5		
6		
7		
8		
9		
10		
		£ 4,051.19

I certify that these expenses have been wholly, exclusively and necessarily incurred on parliamentary duties.

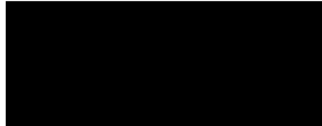
SIGNED.....

PRINTED NAME..... RUDI V.S.....

DATE... 06/02/06..... CONSTITUENCY

07 FEB 2006

Finchley & Golders Green Labour Party



To: **Rudi Vis MP**



**Provision of Office and Services.
1st September 2005 to 31st December 2005**

06/02/05

In accordance with our agreement the following payment is due.

Rent of office accommodation:	£ 1,625.00
Service costs, office equipment and supplies.	£ 2,426.19
Total.	£ 4,051.19

Financial Processing }

Transaction No.

Registration No.

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :

04_05 / 05_06

£ 4214.00

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

TOTAL

Comments

* Financial Processing purposes only
Registered by (initials & date)

18/10/05

Posted by (initials & date)

20/10

C2. DIRECT PAYMENT

12 OCT 2005

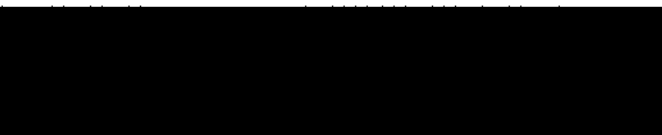
I enclose certified invoices to allow direct payment to be made from my Office Costs Allowance.

Invoice	Supplier's name	Amount £	<i>Transaction code For Fees Office use only</i>
1	FINCHLEY AND GOLDERS GREEN LABOUR PARTY TREASURER	£4,214 =	
2			
3			
4			
5			
6			
7			
8			
9			
10			
		£ 4,214 =	

I certify that these expenses have been wholly, exclusively and necessarily incurred on parliamentary duties.

SIGNED..... 

PRINTED NAME..... Rudi VIS

DATE.. 11/10/05..... CONSTITUENCY 

Finchley & Golders Green Labour Party



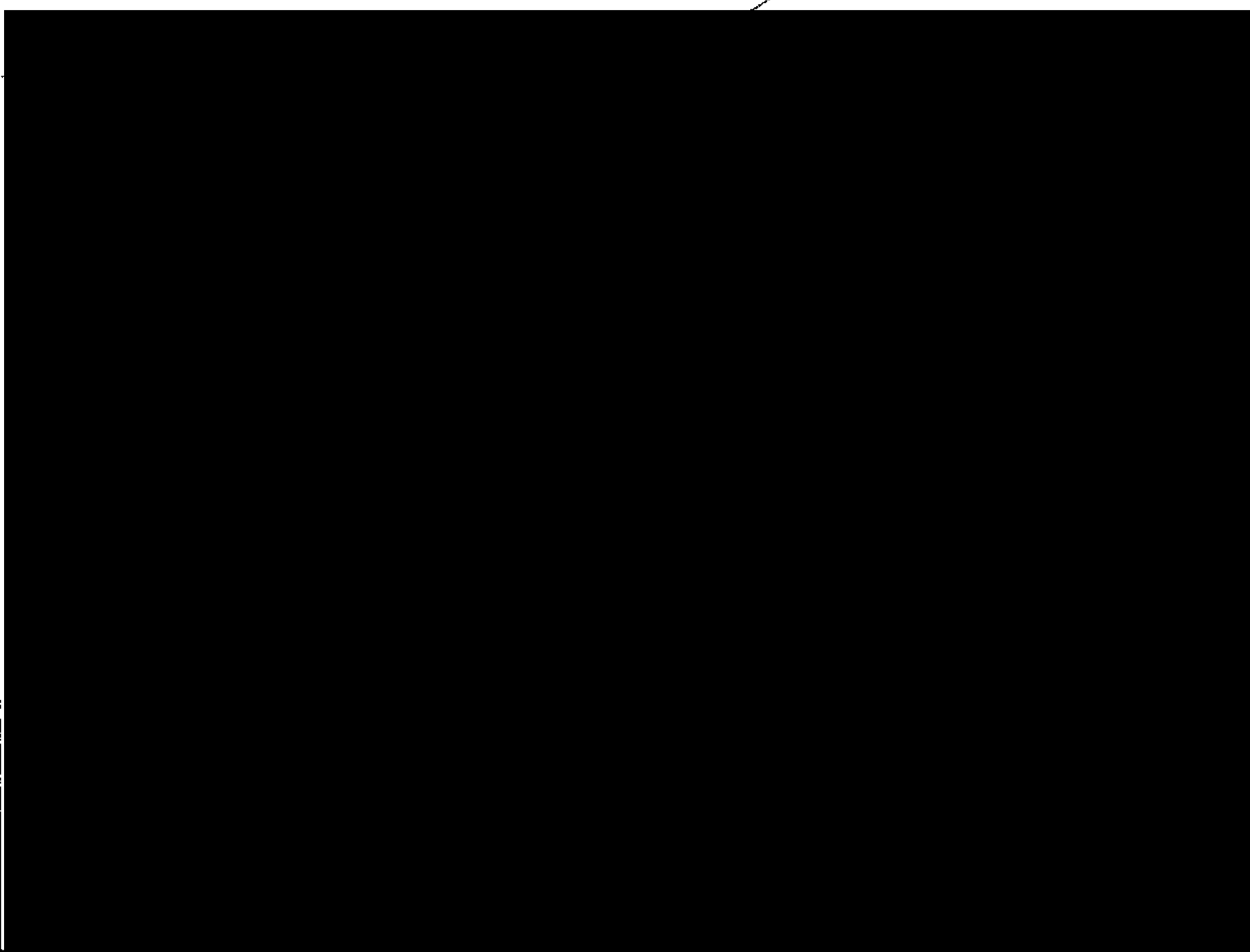
To: **Rudi Vis MP**



Provision of Office and Services.
1st July 2005 to 30th September 2005

In accordance with our agreement the following payment is due.

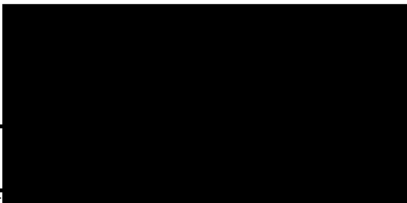
Rent of office accommodation:	£ 1,625.00
Service costs, office equipment and supplies.	£ 2,589.00
Total.	£ 4,214.00



Financial Processing }

Transaction No.

Registration No.

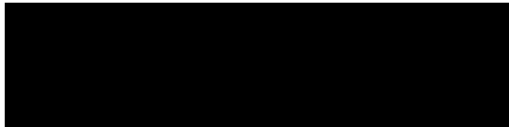


Validation Claim Summary Sheet

Please write or print clearly & attach to claim

C2

Supplier ID

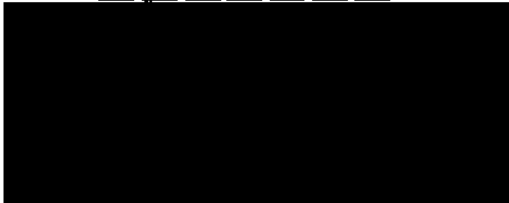


Text

Invoice No.

APRIL - JUNE 05.

INVOICE DATE



Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£3096.06 ✓

£3096.06

TOTAL

Comments:

* Financial Processing purposes only
Registered by (initials & date)



04/08

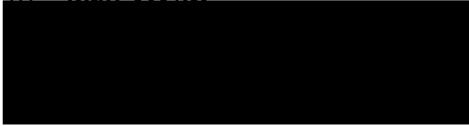
Posted by (initials & date)

04 AUG 2005

Finchley & Golders Green Labour Party



To: Rudi Vis MP

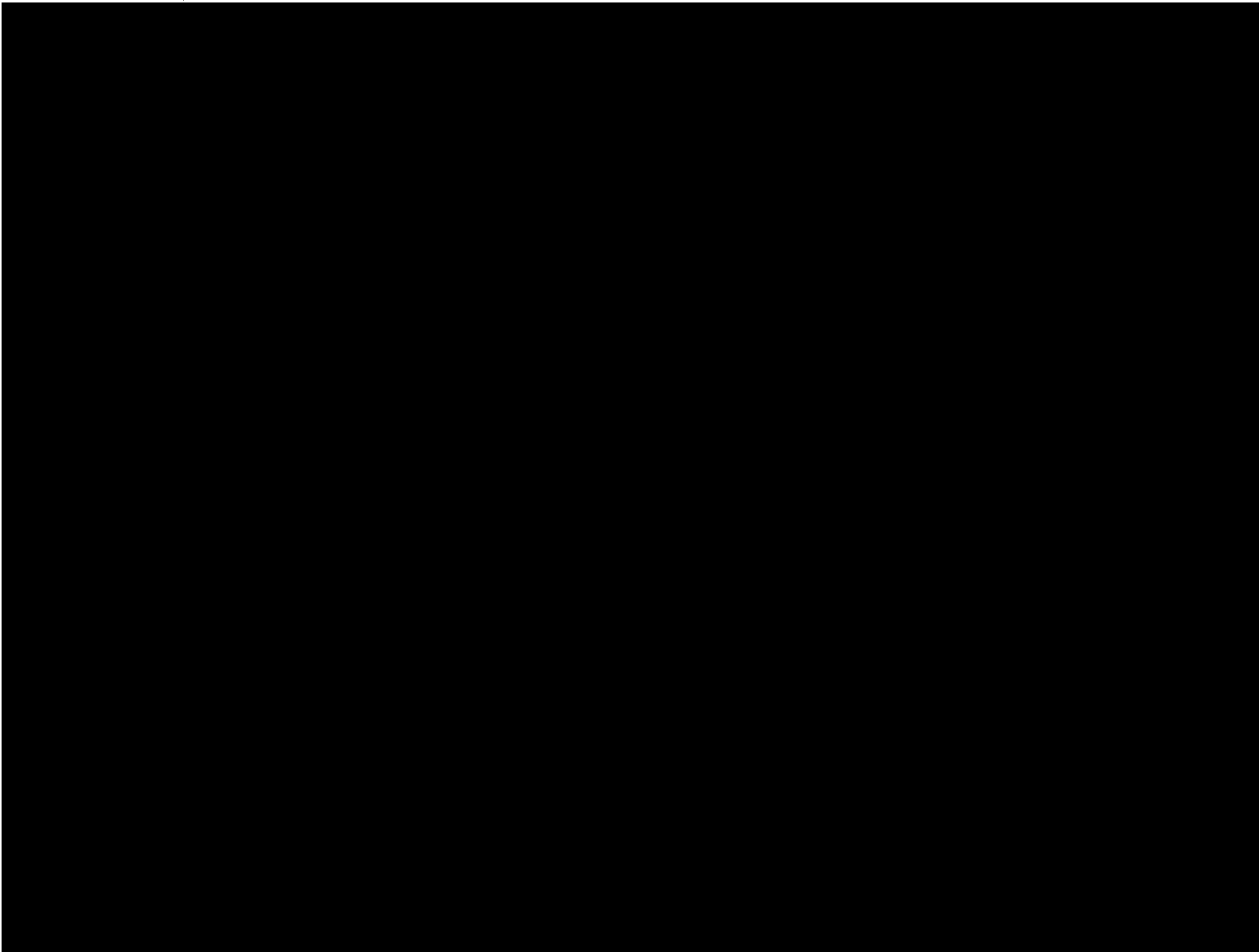


28 JUN 2005

Provision of Office and Services.
1st - 10th April 2005 and 6th May to 30th June 2005

In accordance with our agreement the following payment is due.

Rent of office accommodation:	£1,084.00
Service costs, office equipment and supplies.	£2,012.06
Total.	£3,096.06




C2. DIRECT PAYMENT

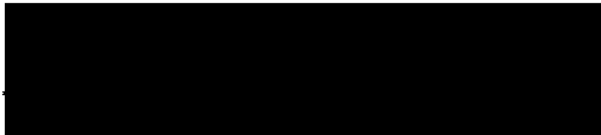
I enclose certified invoices to allow direct payment to be made from my Office Costs Allowance.

Invoice	Supplier's name	Amount £	<i>Transaction code For Fees Office use only</i>
1	FIDCHLEY AND SOLOERS GREEN LABOUR PARTY TREASURER	£ 3,096 = 06	
2			
3			
4			
5			
6			
7			
8			
9			
10			
		£ 3,096 = 06	

I certify that these expenses have been wholly, exclusively and necessarily incurred on parliamentary duties.

SIGNED..... 

PRINTED NAME... Rudi Vis

DATE... 26th July 2005... CONSTITUENCY 



Incidental Expenses Provision/Staffing Allowance
Direct payment of suppliers

C2

0007 2007 52

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, see *Green Book* section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

RUDI VIS MP

Constituency

FINCHLEY AND GOLDERS GREEN



Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

25 / 04 / 06

Allowance year

~~2005/2006~~ 06/07 ✓

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	FINCHLEY + GOLDERS GREEN LAB	£ 4,100 : 52 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £ 4,100 : 52 p

Office use only

Allow or A/c code Supplier ID Exp/ Cat 5

Claim details *continued*

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ : p
Item 7	_____	£ : p
Item 8	_____	£ : p
Item 9	_____	£ : p
	Total	£ : p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorisation and declaration

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

Signature _____ MP

Date 25 / 04 / 06

Data protection

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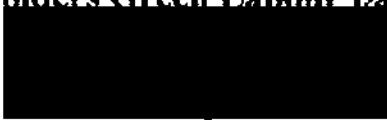
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Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only			
Validation	Initials	Date	
Claims received	_____	____/____/____	
Signature check	_____	____/____/____	
Funds check	_____	____/____/____	
Allowable expenditure	_____	____/____/____	
Validation			
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
Processing Input	_____	____/____/____	

Please use margin for comments

✓
Finchley & Golders Green Labour Party



To: **Rudi Vis MP**



Provision of Office and Services.

~~4th April 2006~~

✓

In accordance with our agreement the following payment is due.

Part cost of replacement of office equipment.
Pitney Bowes inserter/folder.

£ 4,190.52

✓

