



Communications Allowance
Direct payment of suppliers



24 JUL 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

Constituency

TOM CLARKE
COATBRIDGE, CHRYSTON & BAUSHILLY

Office use only Cost: M

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
B.T.	£ 58.72p
B.T.	£ 52.85p
B.T.	£ 127.80p
_____	£ _____p
_____	£ _____p
_____	£ _____p
_____	£ _____p
_____	£ _____p

Office use only
Allow. / Supp ID / Exp.Type

Authorisation and declaration

I declare that the costs incurred wholly, or in part, for the purposes of my Parliamentary duties.
Signature MP Date 20/7/07

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



Your account and bill number

Date
15 July 2007

If you have a query
please see reverse for
our contact details.



TOM CLARKE MP



Bringing it all together

BT Commitment

Bill for



Cost of calls	£ 5.00
Package benefits BT Commitment	£ 0.00
Service charges	£ 41.15
Payment charges	£ 4.50
VAT	£ 8.07

Total now due **£ 58.72**

*Please make sure we receive the total now due by
25 July 2007.*



27 JUL 2007

Your account and bill number

Date
16 July 2007

If you have a query
please see reverse for
our contact details.

RT HON TOM CLARKE



Bringing it all together

BT Commitment

Bill for

Package benefits	£ 0.00
BT Commitment	
Service charges	£ 41.15
Payment charges	£ 4.50
VAT	£ 7.20

Total now due £ 52.85

*Please make sure we receive the total now due by
27 July 2007.*

27 JUL 2007



Your account and bill number

[Redacted]

TOM CLARKE MP

[Redacted]

[Redacted]



Bringing it all together

Date
15 July 2007

If you have a query
please see reverse for
our contact details.

BT Commitment

Bill for [Redacted]

Cost of calls	£ 63.79
Package benefits	£ 0.00
BT Commitment	
Service charges	£ 41.15
Payment charges	£ 4.50
VAT	£ 18.36

Total now due £ 127.80

Please be sure we receive the total now due by 07.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

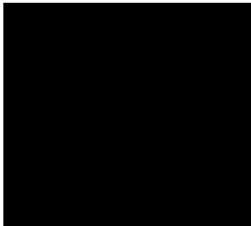
[Redacted]

[Redacted]



Communications Allowance Direct payment of suppliers

12 JUL 2007



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Your details

Name in CAPITAL LETTERS

TOM CLARKE

Constituency

COATBRIDGE, CHEYSDON & BUSHHILL

Office use only

Costs

M



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

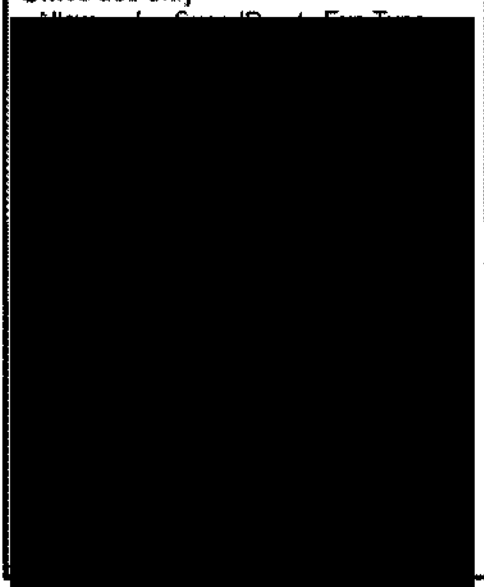
07/08

Suppliers

Amount

Suppliers	Amount
BANNER SUPPLIES	£ 56 : 87p
AQUA EXPRESS	£ 11 : 16p
_____	£ _____ : _____p
_____	£ _____ : _____p
_____	£ _____ : _____p
_____	£ _____ : _____p
_____	£ _____ : _____p
_____	£ _____ : _____p

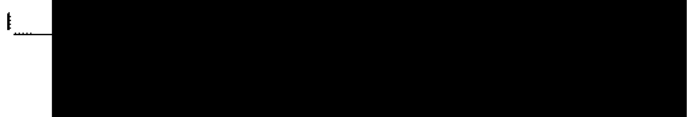
Office use only



Authorisation and declaration

is incurred wholly,
on my Parliamentary duties.

Signature



Date

6/7/07

Data protection

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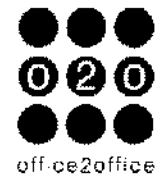
Send your completed
form to

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

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

Invoice

 * INVOICE NO. [REDACTED] *



Invoice To :
 Tom Clarke MP

Charge To :
 Tom Clarke MP

Banner Business Supplies Ltd

[REDACTED]

Page 1 of 1 Date 27/06/2007
 Acc.No [REDACTED] Order Date 26/06/2007
 Order [REDACTED]
 C.A.R. [REDACTED]

Delivered To :
 Tom Clarke MP

Customer Services
 Telephone No [REDACTED]
 Fax No [REDACTED]

Sales Order No : [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0080091	POST-IT NOTES 76x76mm YELLOW	1	PACK12	7.5400	26/06/07	7.54	17.5	1.32
2		0600081	SCOTCH MAGIC TAPE 810 19mmx33m	10	ROLL	1.3300	26/06/07	13.30	17.5	2.33
3		0570362	RAPESCO MANTA RAY FSTRIP STPLR BK	1	EACH	6.3700	26/06/07	6.37	17.5	1.11
4		9011006	BANNER ENV 110x220mm PLN 70g S/S MA	1	BX1000	21.1900	26/06/07	21.19	17.5	3.71

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.56	48.40	8.47

Sales Order Total (VAT excl) 48.40

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	48.40
INVOICE V.A.T.	8.47
INVOICE TOTAL	56.87

PAYMENT SLIP

Please see reverse for terms of business and how to pay

Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 27/06/2007
 Amt. Due : 56.87

Please return the slip

from final page of invoice with your payment by

25/07/2007



TELEPHONE NUMBER

To : TOM CLARKE MP
 [Redacted]

From : [Redacted]

Tax Point : 30/06/07
 Invoice Number : [Redacted]
 Vat Number : [Redacted]

Account : [Redacted]
 Cust Ref : [Redacted]
 Page : 1

Date	Deliv. Description	Amount	VAT Rate
Contract Number : [Redacted] (TOM CLARKE MP)			
06/06/07	74002 Sales of WATER 18.5 LTR (1 Item)	4.25	17.50%
06/06/07	74002 Deposit on BOTTLE DEPOSIT 18.5 LTR (1 Item)	6.00	17.50%
06/06/07	74002 Refund on BOTTLE DEPOSIT 18.5 LTR (1 Items)	-6.00	17.50%
27/06/07	75393 Sales of WATER 18.5 LTR (1 Item)	4.25	17.50%
27/06/07	75393 Deposit on BOTTLE DEPOSIT 18.5 LTR (1 Item)	6.00	17.50%
27/06/07	75393 Refund on BOTTLE DEPOSIT 18.5 LTR (2 Items)	-12.00	17.50%
06/07	Rental on FLOOR STANDING COLD COOLER (1 Item, 1 months)	6.00	17.50%
06/07	Sanitisation Scheme Payment (1 months)	2.00	17.50%

GOODS TOTAL 9.50
 VAT TOTAL 1.66
 TOTAL 11.16

[Redacted]

[Redacted]



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

02 JUL 2007

Comms2
page 1 of 2

When to use this 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

TOM CLARKE

Constituency

COATBRIDGE, CHRYSOM & BELSHILL

Office use only	Costc	M	[REDACTED]
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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 ___/___/___ to ___/___/___

Allowance year

07/08

Suppliers

Amount

<u>Volant H/S Camera</u>	£ <u>88</u> : <u>10</u> p
<u>" " "</u>	£ <u>7</u> : <u>40</u> p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

[REDACTED]

Authorisation and declaration

is incurred wholly,
on my Parliamentary duties.

Signature

[REDACTED SIGNATURE]

Date

30/7/07

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	<input type="text"/>
Comments	

[REDACTED]
[REDACTED]
RT HON THOMAS CLARKE
[REDACTED]

Invoice No. : [REDACTED]
 Customer ID : [REDACTED]
 Date of Invoice : 20 July 2007
 Payment Due by : 14 days from date of invoice
 VAT Reg No. : [REDACTED]
 Page : 1 of 1

INVOICE

PLEASE QUOTE CUSTOMER [REDACTED]

[REDACTED]

Date of Supply	Description of Goods/Services	Basic Cost £	VAT %	VAT £	Total £
30-JUN-07	HIRE OF COMMUNITY CENTRE APRIL - JUNE 2007 AS PER STATEMENT [REDACTED]	88.10	0.00	0.00	88.10
Total amount due £					88.10

||
||

[REDACTED]

RT HON THOMAS CLARKE

Invoice No. : [REDACTED]
 Customer ID : [REDACTED]
 Date of Invoice : 26 July 2007
 Payment Due by : 14 days from date of invoice
 VAT Reg No. : [REDACTED]
 Page : 1 of 1

INVOICE

PLEASE QUOTE CUSTOMER [REDACTED]

Date of Supply	Description of Goods/Services	Basic Cost £	VAT %	VAT £	Total £
[REDACTED]	COMMUNITY EDUCATION CENTRE LETS Hire of pivot Centre [REDACTED]	7.40	0.00	0.00	7.40
Total amount due £					7.40



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

Comms2

page 1 of 2

13 DEC 2007

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Your details

Name
in CAPITAL LETTERS

TOM CLARKE

Constituency

COATBRIDGE, CHRYSOM, BALSHTU

Office use only

Costc

M



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 ✓

Suppliers



Amount

KAREN SWAITI

£2100.00 p

£ : p

£ : p

£ : p

£ : p

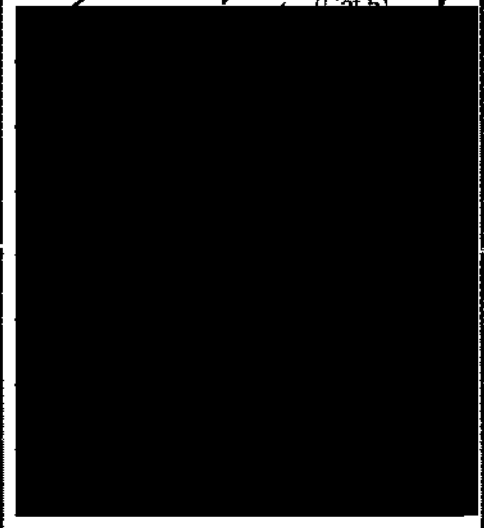
£ : p

£ : 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, of my Parliamentary duties.

Signature



MP

Date

12/12/07

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

Invoice Date	08-12-2007 ✓
Due Date	22-12-2007

Tom Clarke MP ✓

QTY	Item - Description	Item Price	Line Total
1	Website Design - Design and construct website to required specification. One years hosting. One years domain name registration.	£550.00	£550.00
1	Website Updates and Maintenance -	£1,550.00	£1,550.00

Subtotal	£2,100.00
Tax	£0.00
Shipping	£0.00
Total Due	£2,100.00 ✓

17 DEC 2007

Invoice #	Due Date
	22-12-2007

Balance Due : £2,100.00



FINANCE & ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

21/12/07

Comms1

page 1 of 2

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

TOM CHARLES

Constituency

COTSWOLD, CHRYSTON & BALSHAM

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 ___/___/___ to ___/___/___ Allowance year ___/___

Description of service or goods

Amount

Description of service or goods	Amount
Leaflet Distribution	£ 1,400 : 00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 1400 : 00 p

Authorisation and declaration

incurred wholly, exclusively and necessarily

Signature

[Redacted Signature]

MP

Date

18/12/07

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Office use only

Initials / Date

Validation completed

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Input subtotals per Cat 5

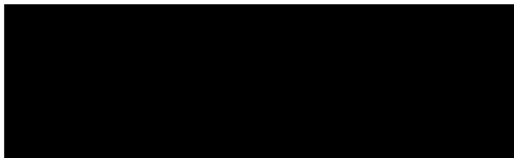


£


£

Comments

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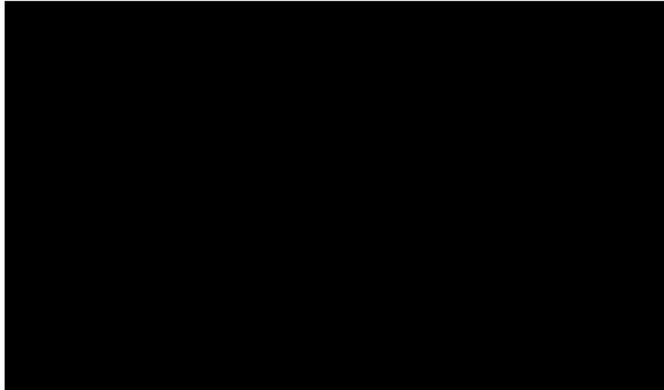
RECEIPT

CUSTOMER  TOM CLARKE MP's Office

WORK CARRIED OUT FOR LEAFLET DISTRIBUTION ON BEHALF OF
MP TOM CLARKE DURING MAY 2007

TOTAL PAID £1,400

Received with thanks



07 JAN 2008





FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

05 FEB 2008

Comms2

page 1 of 2

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Your details

Name in CAPITAL LETTERS

TOM CLARKE

Constituency

COATBRIDGE, CHRYSION, BELSHILL

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



Suppliers

Amount

JONNISTON NEWS PAPERS

£ 206:42p

SCOTTISH & UNIVERSAL

£ 366:60p

£ : p

£ : p

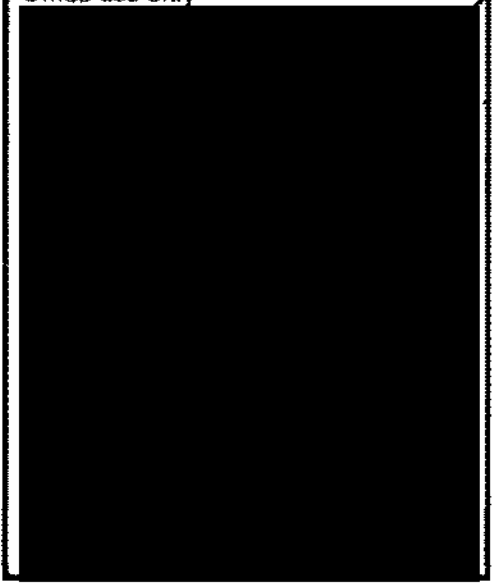
£ : p

£ : p

£ : p

£ : p

Office use only



Authorisation and declaration

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

Signature



MP

Date

1/2/08

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Office use only**Initials / Date**Validation
completed**Comments**

Invoice

RT. HON. TOM CLARKE CBE ✓

Johnston Newspapers
Scotland



Please send remittances to :

Accounts Queries Tel :

Fax Number :

Advertising Queries Tel :


VAT Registration No :

Order Reference		DUE DATE: 29/02/2008		Account Number		
Booked By				Invoice Number		
Advert ID	TOM CLARKE MP Surgeries are held on the First Saturday of Ev				Invoice Date	25-01-2008 ✓
Classification	Public Notices	Style		URN Number		
Size	12x2	Source Code		Customer Tel No		

Title	First Insert Date	No. Inserts	Charge	Amount
Kirkintilloch Herald The Advertiser	23/01/2008	1		
	25/01/2008	1	GROSS AMOUNT	175.68

	SUB-TOTAL	175.68
	VAT AT 17.50%	30.74
	Total Amount Due	£ 206.42 ✓

TOM CLARKE MR ✓

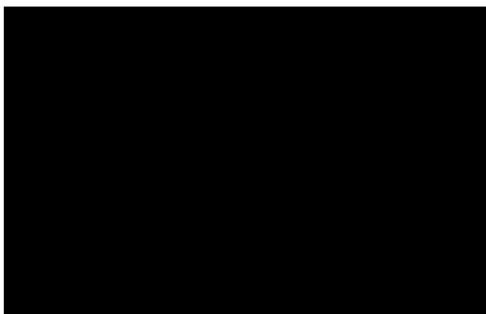
A  Trinity Mirror business



INVOICE No.	[REDACTED] ✓ 1
INVOICE DATE	28/01/2008 ✓
CUSTOMER A/C No.	[REDACTED]
CUSTOMER TEL No.	[REDACTED]
CUSTOMER ORDER	[REDACTED]
SALES REP & AD REF	[REDACTED]
PAYMENT DUE BY	20/02/2008

If you wish to discuss this invoice contact [REDACTED]

PUBLICATION	DESCRIPTION	TOTAL COST
AC	CATCHLINE : SURGERIES SIZE : 12x02 CLASS : PN-PUBLIC NOTICE DATE : Jan 25	
	GROSS	312.00



AC-AIRDIRE & COATBRIDGE ADV

GOODS VALUE	312.00
VAT 17.50%	54.60
INVOICE TOTAL	366.60 ✓



FINANCE & ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

8002 031 7.7

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Your details

Name
in CAPITAL LETTERS

TOM CLARKE MP

Constituency

COATBRIDGE, CHRYSTON & BELLSHILL

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 ___/___/___
Feb 08

Allowance year

___/___

Suppliers

Amount

JOHNSON NEWS PAPERS

£ 234 : 34p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type

(Col 5)



Authorisation and declaration

Signature

Costs incurred wholly,
on Parliamentary duties.

Date

20/2/08

Data protection

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completed

Comments

Invoice

**Johnston Newspapers
Scotland**



RT. HON. TOM CLARKE CE

29 FEB 2008

Accounts Queries Tel :
Fax Number :
Advertising Queries Tel :
VAT Registration No :

A subsidiary of Johnston Publishing Ltd, Registered No 1919088 England, Registered Office Oundle Road, Woodlawn, Peterborough, PE290UR

Order Reference		DUE DATE: 31/03/08		Account Number	
Booked By				Invoice Number	
Advert ID	TOM CLARKE MP Surgeries are held on the First Saturday of E			Invoice Date	08-02-2008
Classification	Public Notices	Style		URN Number	
Size	12x2	Source Code		Customer Tel No	

Title	First Insert Date	No. inserts	Charge	Amount
Motherwell Times	07/02/2008	1	GROSS AMOUNT	199.44
SUB-TOTAL				199.44
VAT AT 17.50%				34.90
Total Amount Due				£ 234.34



FINANCE & ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Comms2

page 1 of 2

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

TOM CLARKE

Constituency

COATBRIDGE, CARLISLE, BELLSHILL

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 ___/___/___ to ___/___/___

Allowance year

07/08
08/07 ✓

Suppliers

Amount

Suppliers	Amount
<u>MINUTEMAN PRESS</u>	<u>£ 4637.25</u> ✓
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

£ 4,637.25 ✓

Office use only

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



Authorisation and declaration

I declare that the above is a true and correct account of the
respect of costs incurred wholly,
in respect of my Parliamentary duties.

Signature

| _____

MP

Date

8/04/08 ✓

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	<input type="text"/>
Comments	

Invoice

Email: winpoint@minutemanpress.com

Invoice Number: [REDACTED]

Invoice Date: 31/03/2008

Bill To: Tom Clarke

[REDACTED]

Phone: [REDACTED]

Ship To: Tom Clarke

[REDACTED]

Phone: [REDACTED]

Description	Price
35,000 Annual report (2008) [REDACTED]	£4,637.25

Sub Total £4,637.25

Balance Due **£4,637.25**

VAT: [REDACTED]

Please pay from this invoice.

Thank you,
Minuteman Press: _