



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

WILLE RENNIE MP

Constituency

DUNFERMLINE + WEST FIFE

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

18/5/06

Allowance year

~~2005-06~~

Incidental Expenses Provision claims

Office use only

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

05/06
2

Item 1 CAPITAL BOWTIE 315: 37 P

Item 2 £ : P

Item 3 £ : P

Item 4 £ : P

Item 5 £ : P

Total £ 315: 37 P

Claim details continued

Staffing Allowance claims

06/07

Item 6

Suppliers

Amount

KILDONAN ASSOCIATES LTD £ 16 15 : 63 p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Total

£ 16 15 : 63 p

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

Authorisation and declaration

[Redacted Signature]

I certify that the above amount represents the total amount of costs incurred wholly and exclusively for the purpose of my Parliamentary duties.

Signature

MP

Date

18 1 106

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.

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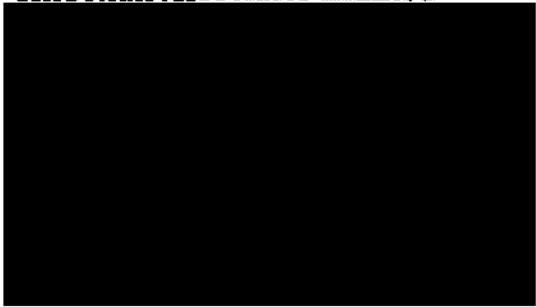
Send your completed form to

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

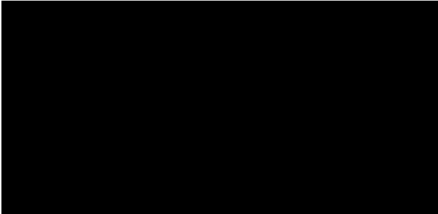
[Redacted area]



Kildonan Associates Limited

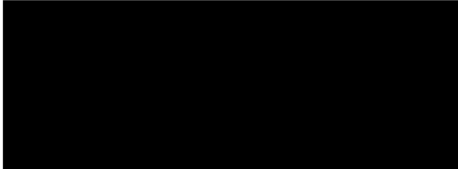


Willie Rennie MP



Invoice Date: 20 April 2006

Invoice No: [Redacted]



INVOICE

For personnel and secretarial services provided 18 February to 25 March 2006 *journalised to 05-06.*

£1,375.00

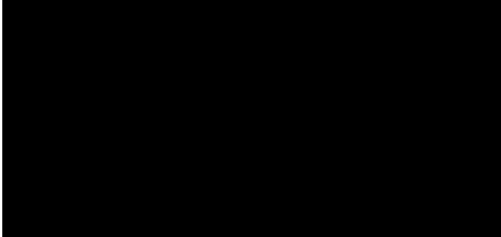
VAT

£240.63

TOTAL

£1,615.63

VAT Registration Number: [Redacted]
For Direct Banking:





INVOICE

Invoice Date: 21/03/06

Invoice No: [REDACTED]

Account No: [REDACTED]

Invoice: Willie Rennie MP
[REDACTED]

<u>Product Code</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Value</u>
Rental	Rental of Ricoh AF551 23.02.06 – 20.03.06			125.00
Copies	7171 @ 2p			143.40

Nett Total: 268.40

Vat Total: 46.97

Invoice Total: 315.37



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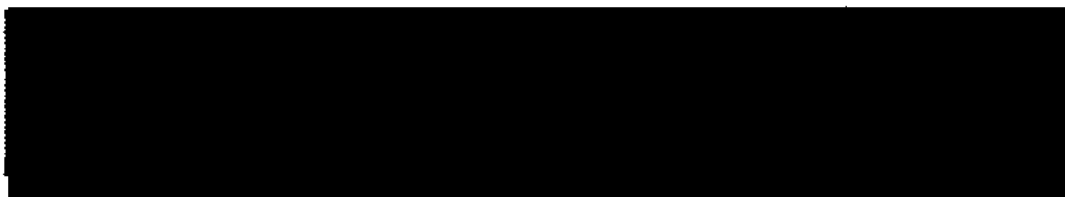
Your details

Name in CAPITAL LETTERS

WILLIE RENNIE MP

Constituency

DUNFERMLINE + WEST FIFE



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

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Date of claim

8 1 5 1 0 6

Allowance year

2005/06 06/07 05/06

Incidental Expenses Provision claims

Office use only

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

Item 1

Suppliers	Amount
[Redacted]	£ 1093: 57 p

Item 2

£	:	p
---	---	---

Item 3

£	:	p
---	---	---

Item 4

£	:	p
---	---	---

Item 5

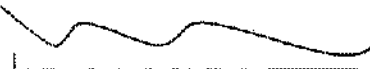
£	:	p
---	---	---

Total

£ 1093: 57 p

Claim details continued

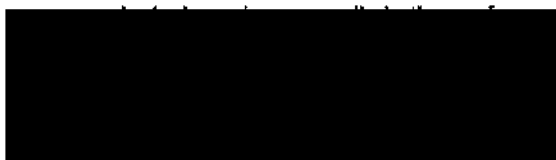
Staffing Allowance claims

Suppliers	Amount
E L BARRETT	£ 1600:00 p
	£ : p
	£ : p
	£ : p
Total	£ 1600:00 p

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

8 / 5 / 06

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

RECEIVED
6 MAY 2006

Willie Rennie MP

Our Ref:

Date:

3rd May 2006

Invoice

Quantity	Details	Unit Price	Net Amount
	Lease of [REDACTED]		
	for 11th March to 10th April 2006	£1,014.52	£ 1,014.52
	and Service Charge	£79.05	£ 79.05

Total Net Amount	£	1,093.57
VAT	£	-
INVOICE TOTAL	£	1,093.57





Direct payment of suppliers

24 APR 2006

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Date of claim

2014106

Allowance year

2005/06

Incidental Expenses Provision claims

Item	Suppliers	Amount
Item 1	BANNER	£ 59 : 34 P
Item 2	BANNER	£ 186.32 148.04 P
Item 3	BANNER ²⁴²⁰⁷⁷	£ - 38.28 17.44 P
Item 4		£ 215 : 22 P
Item 5		£ 197 : 78 P
Total		£ 224 : 82 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



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

2014106

Data protection

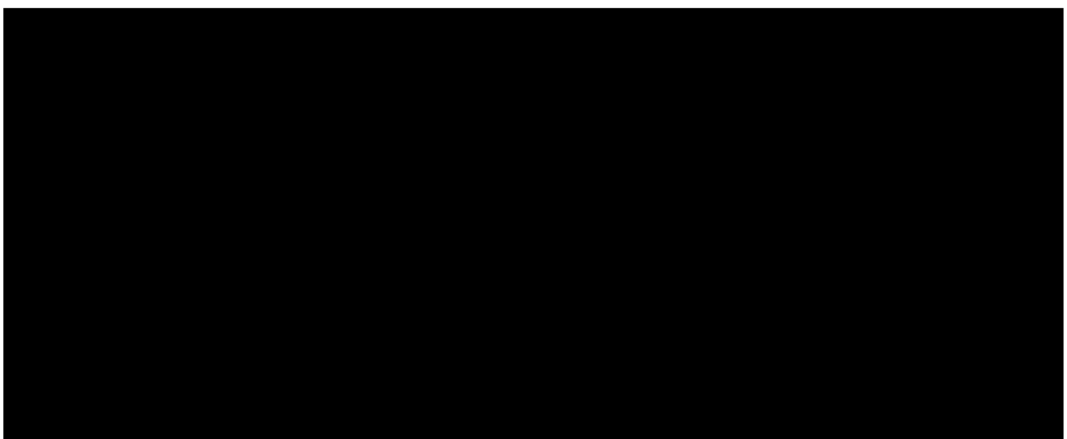
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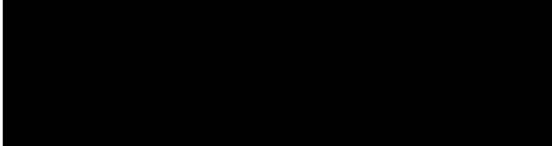


Invoice

INVOICE NO. [REDACTED]

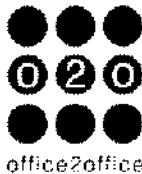
Invoice To :

Willie Rennie MP

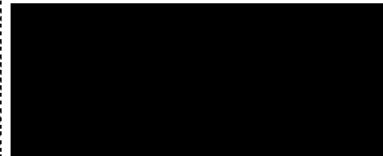


Charge To :

Willie Rennie MP



PAYMENT SLIP
Please see reverse
for terms of business
and how to pay



Page 1 Of 1 Date 02/03/2006

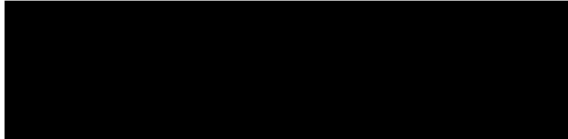
Acc.No [REDACTED] Order Date 28/02/2006

Order [REDACTED]

C.A.R.

Delivered To [REDACTED]

Willie Rennie MP



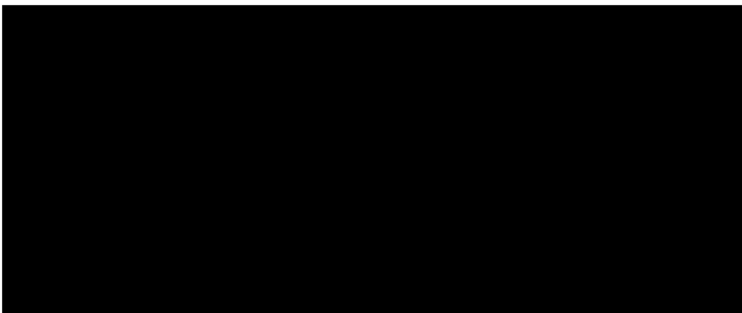
Sales Order No [REDACTED]

Inv. Date: 02/03/2006

Am. Due : 59.34

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		9340013	BANNER RUBBER BANDS ASSORTED 454g	1	BOX	0.7200	28/02/06	0.72	17.50	0.13
2		9290009	RAPESCO 24/6 STAPLES	1	EX1000	0.4500	28/02/06	0.45	17.50	0.08
3		0080123	POST-IT NOTES MEMO CUBE 76x76mm YE	2	CUBE	2.6900	28/02/06	5.38	17.50	0.94
4		0060383	NYREX A4 CUT BACK FOLDER CLEAR	1	PACK25	20.1600	28/02/06	20.16	17.50	3.53
5		9350009	TRODAT SELF INKING DATER 5030	1	DATER	11.6800	28/02/06	11.68	17.50	2.04
6		0630554	STABILO BOSS HIGHLIGHTER YELLOW	1	BOX10	5.7400	28/02/06	5.74	17.50	1.00
7		9405003	BANNER A4 FORT L/A FILE 70 CLOUD	10	EACH	0.5400	28/02/06	5.40	17.50	0.95
8		9280009	BANNER LARGE PLAIN PAPERCLIP	1	EX1000	0.4900	28/02/06	0.49	17.50	0.09
9		9280007	BANNER GIANT PLAIN PAPERCLIP	1	BOX100	0.4800	28/02/06	0.48	17.50	0.08

RECEIVED
18 APR 2006



V.A.T. Summary		
Rate	Taxable Sum	V.A.T. Amount
17.50	50.50	8.84

Sales Order Total (VAT excl)

50.50

Settlement : None
Discount Terms :

INVOICE GOODS	50.50
INVOICE V.A.T.	8.84
INVOICE TOTAL	59.34

**Please
return
the slip**

from final page
of invoice with
your payment
by

30/03/2006



Invoice

 * INVOICE NO. [REDACTED] *
 * ***** *

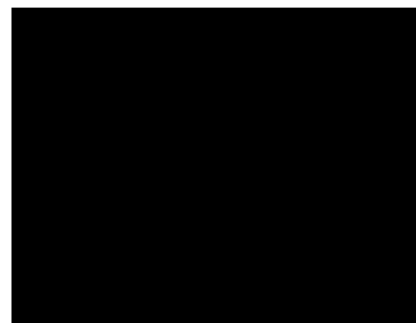
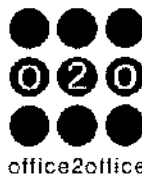
Invoice To :

Willie Rennie MP

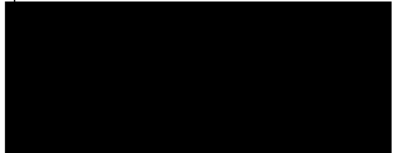


Charge To :

Willie Rennie MP



PAYMENT SLIP
 Please see reverse
 for terms of business
 and how to pay



Page 1 OF 1 Date 23/03/2006

Acc.No [REDACTED] Order Date 21/03/2006

Order [REDACTED]

C.A.R.

Delivered To :

Burnside Business Court

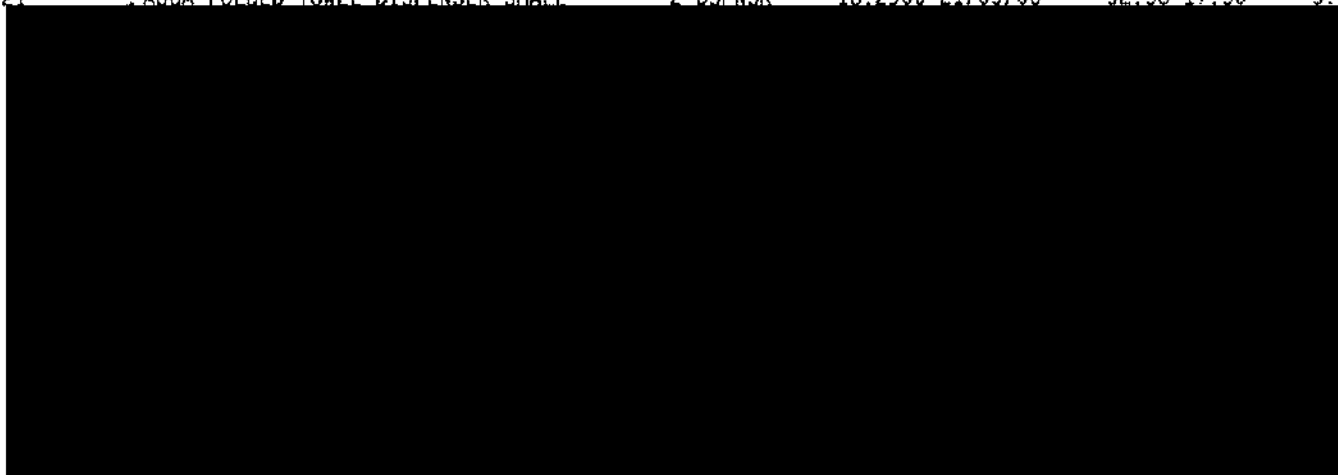


Sales Order No : [REDACTED]

Inv. Date: 23/03/2006

Amt. Due : 186.32

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		7060211	FELLOWES PS62C PREMIUM SHREDDER	1	EACH	125.9900	21/03/06	125.99	17.50	22.05
2		0130621	AQUA FOLDED TOWEL DISPENSER SMALL	2	DSPNSR	16.2900	21/03/06	32.58	17.50	5.70



lessor 38.28
148.04

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	158.57	27.75

Sales Order Total (VAT excl)

158.57

VAT Registration [REDACTED]

INVOICE GOODS	158.57
INVOICE V.A.T.	27.75
INVOICE TOTAL	186.32

Settlement : None
 Discount Terms :

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

20/04/2006

Credit Note

* CREDIT NOTE *
 * * * * *

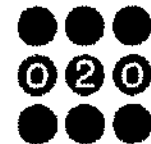
Credit To :

Willie Rennie MP



Credit To :

Willie Rennie MP



office2office

Banner Business Supplies Limited

Please see reverse
 for how to use this
 credit note



Credit
 Note Date: 05/04/2006

Credit
 Due : -38.28

Page 1 of 1 Date 05/04/2006
 Acc.No. Order Date 04/04/2006
 Order
 C.A.R.

Delivered To :
 Burnside Business Court



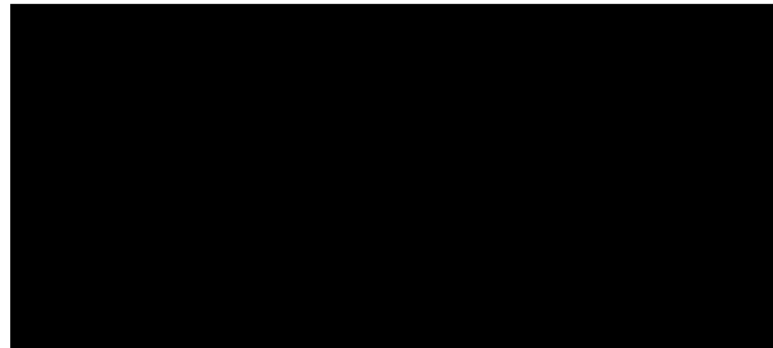
Sales Order No :

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total excl VAT	VAT Rate	Line VAT
2		0130021	AQUA FOLDED TOWEL DISPENSER SMALL Quantity returned : 2 This credit refers to original order L0887514 and Invoice No 16014875	-2	DISPNSR	16.2900	04/04/06 04/04/06 04/04/06 04/04/06	-32.58	17.50	-5.70

This credit can only be used as
 payment for invoices from:

Banner Business Supplies Limited

RECEIVED
 18 APR 2006



V.A.T. Summary			Sales Order Total (VAT excl)	
Rate	Taxable Sum	V.A.T. Amount		
17.50	-32.58	-5.70		
		VAT Registration :		
		Settlement :	None	
		Discount Terms :		
			Sales Order Total (VAT excl)	-32.58
			CREDIT GOODS	-32.58
			CREDIT V.A.T.	-5.70
			CREDIT TOTAL	-38.28



Invoice

 * INVOICE NO. [REDACTED] *
 * ***** *

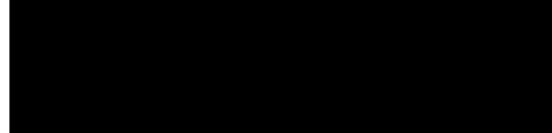
Invoice To :

Willie Rennie MP



Charge To :

Willie Rennie MP

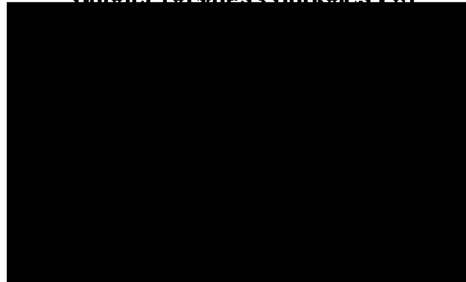


Delivered To :

Burnside Business Court



Banner Business Supplies Ltd



Sales Order No [REDACTED]

Page 1 of 1 Date 22/03/2006
 Acc.No [REDACTED] Order Date 27/02/2006
 Order [REDACTED]
 C.A.R.

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		9380030	BANNER A4 RECYCLED SUSP FILE V GN	8	PACKSD	21.0400	27/02/06	168.32	17.50	29.46
3		7060207	FELLOWES SHREDDER BAGS 38 LITRE	1	PCK100	14.8400	27/02/06	14.84	17.50	2.60



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	183.16	32.06

Sales Order Total (VAT excl) 183.16

VAT Registration [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	183.16
INVOICE V.A.T.	32.06
INVOICE TOTAL	215.22

PAYMENT SLIP
 Please see reverse
 for terms of business
 and how to pay

Inv. Date: 22/03/2006

Am. Due : 215.22

197.78
 17.44

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

19/04/2006

Credit Note

 * CREDIT NOTE *

Credit To :
 Willie Rennie MP
 [Redacted]

Credit To :
 Willie Rennie MP
 [Redacted]



Banner Business Supplies Limited

[Redacted]

Please see reverse
 for how to use this
 credit note

[Redacted]

Page 1 of 1 Date 11/04/2006
 Acc.No. [Redacted] Order Date 10/04/2006
 Order [Redacted]
 C.A.R. [Redacted]

Delivered To : [Redacted]
 Bunside Business Court
 [Redacted]

Sales Order No [Redacted]

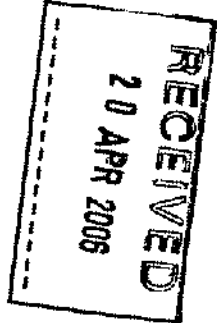
Credit Note Date: 11/04/2006
 Credit Due : -197.78

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		9380030	BANNER A4 RECYCLED SUSP FILE V GN Quantity returned : 8 This credit refers to original order L0877361 and Invoice No 16008220	-8	PACK50	21.0400	10/04/06 10/04/06 10/04/06 10/04/06	-168.32	17.50	-29.46

This credit can only be used as payment for invoices from:

Banner Business Supplies Limited

[Redacted]



V.A.T. Summary			Sales Order Total (VAT excl)	-168.32
Rate	Taxable Sum	V.A.T. Amount	CREDIT GOODS	-168.32
17.50	-168.32	-29.46	CREDIT V.A.T.	-29.46
VAT Registration : [Redacted]			CREDIT TOTAL	-197.78
Settlement : None				
Discount Terms :				

[Redacted]



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Name in CAPITAL LETTERS

WILLIE RENNIE MP

Constituency

DUNFERMLINE & WEST FIFE



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Date of claim

10 / 4 / 06

Allowance year

2005/06

Incidental Expenses Provision claims

Office use only

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

	Suppliers	Amount
Item 1	BANNER	£ 4:83 p
Item 2	BANNER	£ 7:44 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Total		£ 12:27 p

Claim details continued

Staffing Allowance claims

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

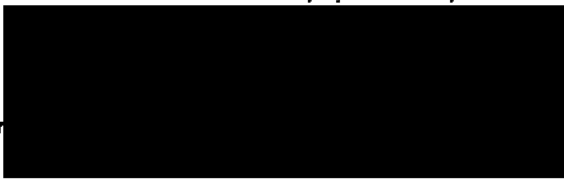


	Suppliers	Amount
Item 6	✓ PARLIAMENTARY OFFICE OF LIBERAL DEMOCRATS	£ 5000: 00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Total		£ 5000: 00 p

Authorisation and declaration

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

Signature



MP

Date

10 / 4 / 06

Data protection

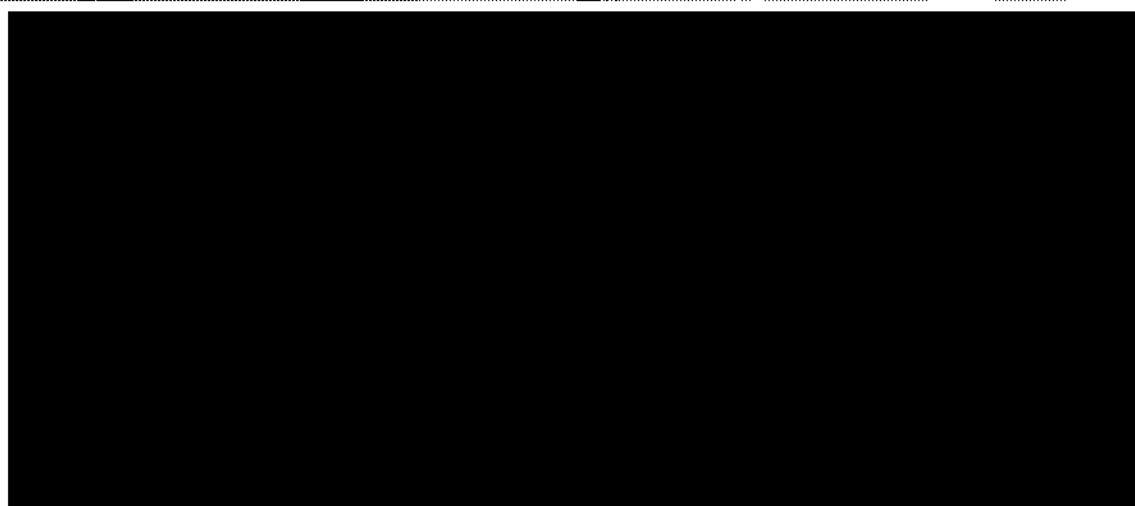
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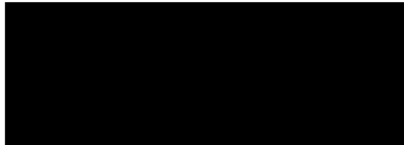
Send your completed form to

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





Willie Rennie MP



21st March 2006

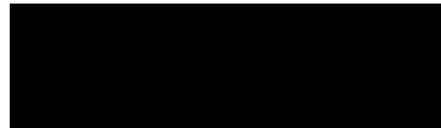
Invoice

To provision of services 13th February to 31st March 2006

£5,000



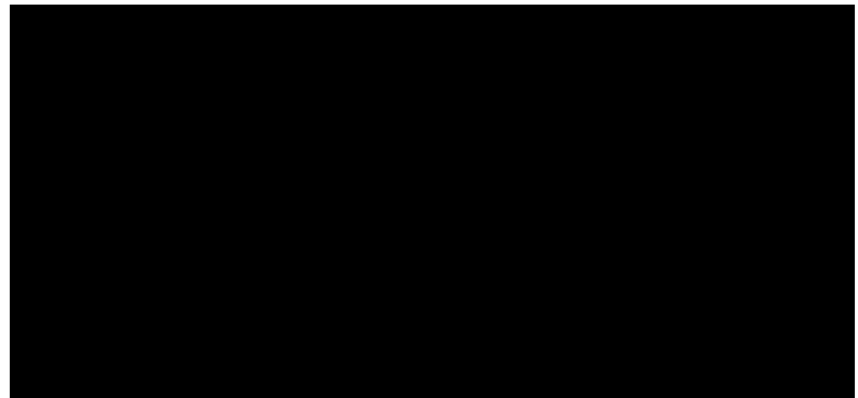
Constituency support
Including Secretarial support
Research & briefings



Please make payments to

Account name
Bank:
Address:

Account number:
Sort code:



Invoice

 * INVOICE NO. [REDACTED]
 * *****
 Invoice To :

Willie Rennie MP

[REDACTED]

Charge To :

Willie Rennie MP

[REDACTED]



Banner Business Supplies Ltd

[REDACTED]

PAYMENT
 Please see reverse
 for terms of business
 and how to pay

[REDACTED]

Page 1 OF 1 Date 17/03/2006
 Acc.No [REDACTED] Order Date 16/03/2006
 Order [REDACTED]
 C.A.R.

Delivered To :

Willie Rennie MP

[REDACTED]

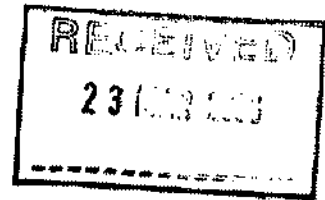
Sales Order No [REDACTED]

Inv. Date: 17/03/2006

Amt. Due : 4.83

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		9100028	BANNER 203x127 SPRL SH N/BOOK 300P	5	BOOK	0.2900	16/03/06	1.45	17.50	0.25
2		0500006	BIC ORANGE FINE BALLPOINT PEN BLUE	1	BOX20	2.6600	16/03/06	2.66	17.50	0.47

[REDACTED]



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	4.11	0.72

Sales Order Total (VAT excl)

4.11

Settlement : None
 Discount Terms :

INVOICE GOODS	4.11
INVOICE V.A.T.	0.72
INVOICE TOTAL	4.83

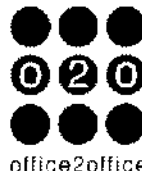
Please return the slip
 from final page of invoice with your payment by

14/04/2006

[REDACTED]

Invoice

 * INVOICE NO. [REDACTED] *



PAYMENT SLIP
 Please see reverse
 for terms of business
 and how to pay

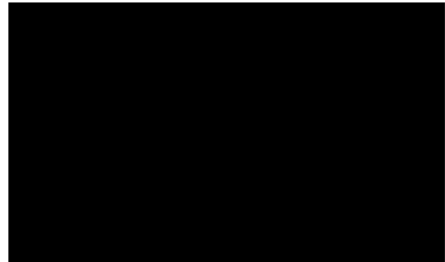
Invoice To :

Charge To :

Banner Business Supplies Ltd

Willie Rennie MP

Willie Rennie MP



Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 23/03/2006

Amt. Due : 7.44

Page 1 of 1 Date 23/03/2006

Acc.No [REDACTED] Order Date 22/03/2006

Order [REDACTED]

C.A.R.

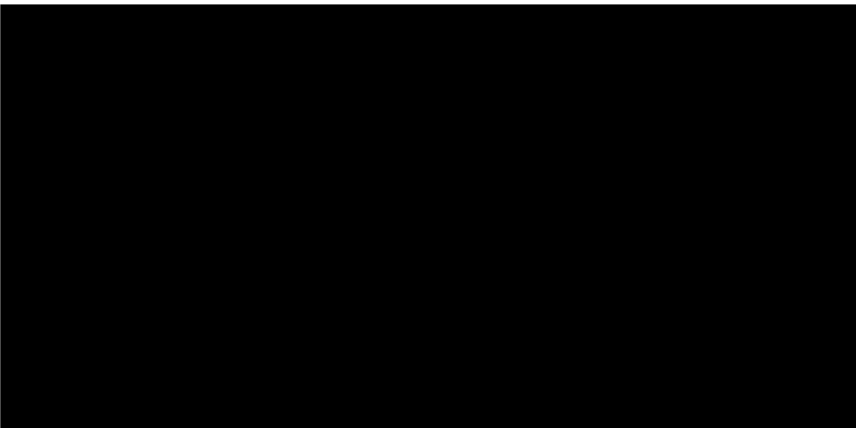
Delivered To : [REDACTED]

Willie Rennie MP



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		0160385	AIR CAP BUBBLE ROLL 500mmx7.5m	1	EACH	1.4500	22/03/06	1.45	17.50	0.25
2		9410401	BANNER A4 MW FLUSH FLDR 105mu CLEAR	1	PACK25	4.3300	22/03/06	4.33	17.50	0.76
3		0600200	SELLOTAPE ORIG CELLULOSE 12mmx33m	1	ROLL	0.5500	22/03/06	0.55	17.50	0.10



RECEIVED
 28 MAR 2006

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	6.33	1.11

Sales Order Total (VAT excl)

6.33

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	6.33
INVOICE V.A.T.	1.11
INVOICE TOTAL	7.44

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

20/04/2006





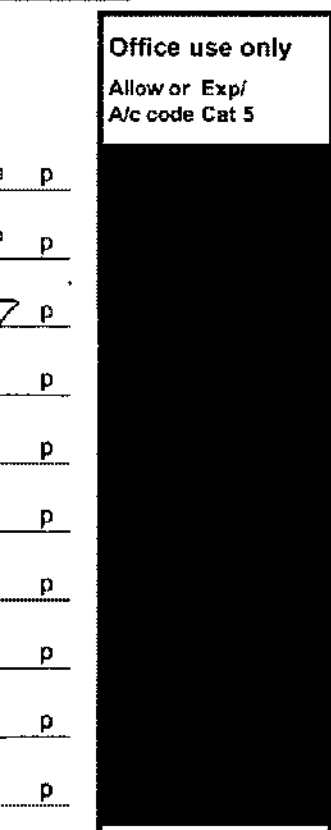
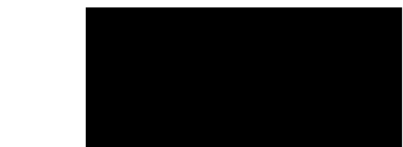
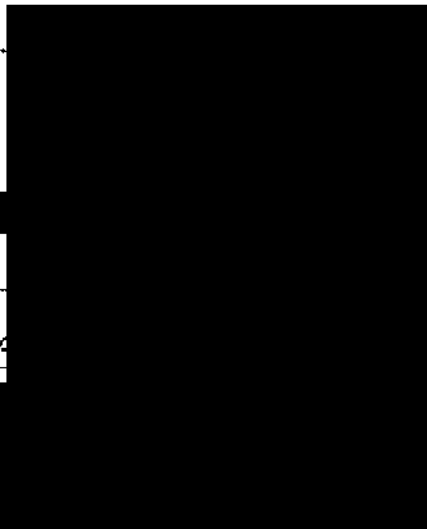
Member's reimbursement form

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



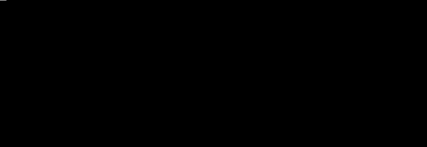
Your details

Name
in CAPITAL LETTERS

WILLIE RENNIE MP

Constituency

DUNFERMLINE + WEST FIFE



Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 / 1

to 1 / 1

Allowance year

2005/06

	Description of service or goods	Amount
Item 1	PETTY CASH	£ 100:00 p
Item 2	FIFE COUNCIL SURGERY	£ 11:70 p
Item 3	CAMERA MEMORY CARD	£ 49:97 p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 161 : 67 p

Office use only

Allow or Exp/
A/c code Cat 5

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 12/4/06

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			Input subtotals per Cat 5	
Validation	Initials	Date		
Claims received	<input checked="" type="checkbox"/>	1 1		£111.70
Signature check	<input checked="" type="checkbox"/>	1 1		£49.97
Funds check	<input checked="" type="checkbox"/>	1 1		£
Allowable expenditure	<input checked="" type="checkbox"/>	1 1		£
Member Res ID & Costc	<input checked="" type="checkbox"/>	1 1		£
Ext type/Cat 5 & subtotals added to form	<input checked="" type="checkbox"/>	1 1		£161.67
Receipts/ documentation present	<input checked="" type="checkbox"/>	1 1		
Processing				
Input		1 1		
			Comments	



Direct payment of suppliers

9007 RWA 6 2

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

WILLIE RENNIE MP

Constituency

DUNFERMLINE + WEST FIFE



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

161 3 106

Allowance year

2005/06

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	FIFE COUNCIL	£ 70:00 p
Item 2	BANNER BUS SUPPLIES	£ 398:71 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £468:71 p

Office use only

Allow or A/c code	Supplier ID	Exp/ Cat 5
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Claim details continued

Staffing Allowance claims

Office use only

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

	Suppliers	Amount
Item 6	SCOTTISH LIBERAL DEMOCRATS	4000:00 p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Total		£ 4000:00 p

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

21 13 106

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

Invoice

 * INVOICE NO. [REDACTED] *

Invoice To :

Willie Rennie MP

[REDACTED]

13 MAR 2006

Charge To :

Willie Rennie MP

[REDACTED]

RECEIVED
 14 MAR 2006



Banner Business Supplies Ltd

[REDACTED]

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

[REDACTED]

Page 1 of 1 Date 09/03/2006
 Acc.No [REDACTED] Order Date 27/02/2006
 Order [REDACTED]
 C.A.R. [REDACTED]

Delivered To : [REDACTED]
 Burnside Business Court

[REDACTED]

Sales Order No [REDACTED]

Inv. Date: 09/03/2006

Amt. Due : 398.71

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			BANNER 203x127 SPRL SH N/BOOK 300P	10	BOOK	0.2900	28/02/06	2.90	17.50	0.51
2			BANNER A4 CUT FLUSH PP FOLDER CLEAR	1	PCK100	6.2900	28/02/06	6.29	17.50	1.10
3			BANNER FS ECON DOC WALLET 32mm AS	1	BOX50	2.8000	28/02/06	2.80	17.50	0.49
4			HOC BETA SLIPS SCRIBBLING PAD	4	PK500	2.8500	08/03/06	11.40	17.50	2.00
5			BX A4 VELLUM HOVE 100GM CONQUEROR BOX 2500	1	EACH	52.2500	27/02/06	52.25	17.50	9.14
6			BANNER CD-R 80mins 700Mb	1	BOX50	44.5500	28/02/06	44.55	17.50	7.80
7			PAVO LAMINATOR II A3	1	EACH	161.9900	28/02/06	161.99	17.50	28.35
8			FINGER CONE MEDIUM	1	PACK10	1.2400	28/02/06	1.24	17.50	0.22
9			PAVO LAMINATING POUCH A4 250mu	1	PCK100	5.8600	28/02/06	5.86	17.50	1.03
10			PAVO LAMINATING POUCH A3 250mu	1	PCK100	50.0300	28/02/06	50.03	17.50	8.76

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	339.31	59.40

Sales Order Total (VAT excl)

339.31

VAT Registration : [REDACTED]
 Settlement : None
 Discount Terms :

INVOICE GOODS	339.31
INVOICE V.A.T.	59.40
INVOICE TOTAL	398.71

A
 ECB

Please
 return
 the slip

from final page
 of invoice with
 your payment
 by

06/04/2006

INVOICE

RECEIVED

08 MAR 2006

Fife
COUNCIL

Please quote the above in all correspondence

Account No

Property address if different to correspondence address:

MR WILLIE RENNIE M.P.

Invoice Date

03 Mar 2006

Invoice Description

Amount VAT % VAT Total

Hire of Committee Room, City Chambers
2 hours @ £15.00 per hour
24th February 2006

30.00 0.00% 0.00 30.00

Out of hours charge

40.00 0.00% 0.00 40.00

Payment due by 17/03/2006

£70.00


£0.00

£70.00

Scottish Liberal Democrats

RECEIVED
14 MAR 2006

Mr Willie Rennie MP

Our Ref: 

Date: 6th March 2006

Invoice

Quantity	Details	Unit Price	Net Amount
1	Administrative Staff Support for 13th February to 31st March 2006	£4,000.00	£4,000.00

Total Net Amount	£4,000.00
VAT	£0.00
INVOICE TOTAL	£4,000.00



Incidental Expenses Provision/Staffing Allowance
Direct payment of suppliers

23 MAR 2006

C2

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

WILLIE RENNIE MP

Constituency

DUNFERMLINE & WEST FIFE

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

22 / 3 / 06

Allowance year

2005/06

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	HOUSE OF COMMONS	£ 17 : 63 p
Item 2	BANNER	£ 82 : 39 p
Item 3	BANNER	£ 120 : 61 p
Item 4		£ : p
Item 5		£ : p
Total		£ 220 : 63 p

Office use only

Allow or Supplier Exp/
 Allowed ID Cost

Claim details continued

Staffing Allowance claims

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

Authorisation and declaration

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

Signature

Date

22/5/06

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



20 MAR 2006

Parliamentary Recording Unit

INVOICE

Page 1 of 1

RECEIVED
21 MAR 2006

Invoice Number	[REDACTED]
Account No.	[REDACTED]
Date	17/03/2006
VAT Reg No.	[REDACTED]

WILLIE RENNIE MP
[REDACTED]

Description	Qty	Unit Duration	Amount
PRU DVD Members Officers Peers	1	Half hour	10.00
PRU MPs/Peers/Officers Print	1	Print	5.00
DVD Recording & Print from Maiden Speech 1st March 2006 [REDACTED]			

Total excl. VAT 15.00

VAT @ 17.50%

Total VAT 2.63

Total Amount in £ 17.63



Invoice

07 MAR 2006



PAYMENT SLIP
Please see reverse
for terms of business
and how to pay

* INVOICE NO. [REDACTED] *

Invoice To :

Willie Rennie MP

Charge To :

Willie Rennie MP

Banner Business Supplies Ltd

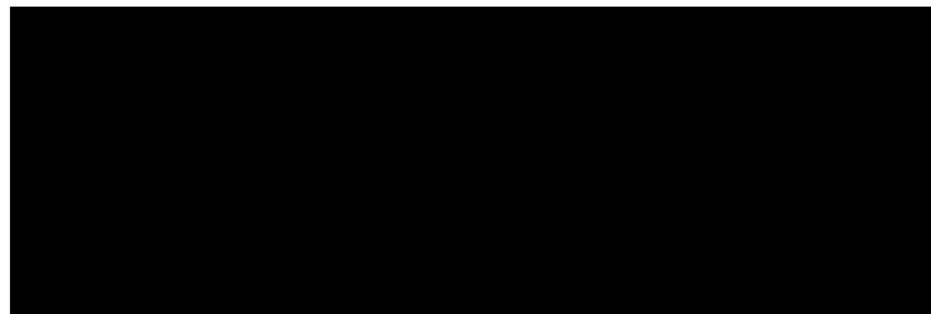
Page 1 Of 1 Date 03/03/2006
Acc.No [REDACTED] Order Date 01/03/2006
Order [REDACTED]
C.A.R. [REDACTED]

Delivered To : [REDACTED]
Burnside Business Court

Sales Order No [REDACTED]

Inv. Date: 03/03/2006
Amt. Due : 82.39

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		9420001	BANNER FS SQUARE CUT FLDR 180gsm AS	1	PCK100	✓ 2.5800	02/03/06	✓ 2.58	17.50	0.45
2		9700007	PAVO LAMINATING POUCH A4 250mu	1	PCK100	✓ 5.8600	02/03/06	✓ 5.86	17.50	1.03
3		9700009	PAVO LAMINATING POUCH A3 250mu	1	PCK100	✓ 50.0300	02/03/06	✓ 50.03	17.50	8.76
4		2200175	PRINTY 4750 RECEIVED&4mm DATE STAMP	1	EACH	✓ 10.6400	02/03/06	✓ 10.64	17.50	1.86
5		9280021	BANNER BAR TAG 50mm YELLOW	1	PCK100	✓ 1.0000	02/03/06	✓ 1.00	17.50	0.18



V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	70.11	12.28

Sales Order Total (VAT excl)

70.11

VAT Registration [REDACTED]

INVOICE GOODS	70.11
INVOICE V.A.T.	12.28
INVOICE TOTAL	82.39

Settlement : None
Discount Terms :

**Please
return
the slip**

from final page
of invoice with
your payment
by

31/03/2006

Invoice

20 MAR / 006



PAYMENT SLIP
Please see reverse
for terms of business
and how to pay

* INVOICE NO. [REDACTED] *

Invoice To :

Willie Rennie MP

Charge To :

Willie Rennie MP

Banner Business Supplies Ltd

Page 1 Of 1 Date 14/03/2006

Acc.No [REDACTED] Order Date 13/03/2006

Order [REDACTED]

C.A.R.

Delivered To :

Willie Rennie MP.

Sales Order No [REDACTED]

Inv. Date: 14/03/2006

Amt. Due : 120.61

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		9180012	BANNER NON-MAG WHBOARD 1200x900mm	1	BOARD	76.0000	13/03/06	76.00	17.50	13.30
2		0631415	BIC VELLEDA DRYWIPE B/TIP MARKER AS	1	WLT4	2.6100	13/03/06	2.61	17.50	0.46
3		9210053	BANNER PEELABLE BOARD ERASER	1	EACH	3.4000	13/03/06	3.40	17.50	0.60
4		9330003	BANNER ABS 2H PERFORATOR 12SHT BK	1	PUNCH	2.3700	13/03/06	2.37	17.50	0.41
5		0070109	AVERY LSR LABEL 63.5x38.1mm 21/5 WH	1	PCK100	18.2600	13/03/06	18.26	17.50	3.20

RECEIVED
21 MAR 2006

Please return the slip

from final page of invoice with your payment by

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	102.64	17.97

Sales Order Total (VAT excl)

102.64

VAT Registration [REDACTED]

INVOICE GOODS	102.64
INVOICE V.A.T.	17.97
INVOICE TOTAL	120.61

Settlement : None
Discount Terms :



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, see Green Book section 5. If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

WILLIE RENNIE ✓

Constituency

DUNFERMLINE & WEST FIFE



Claim details

Please ensure

- your claim totals more than £100
you provide journey details of all taxi journeys
you attach all receipts or invoices for items of £250 and above
any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 16 12 06 to 21 3 06

Allowance year

2005 06

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

Table with 2 columns: Description of service or goods, Amount. Rows include LANGFORD PRINTERS - CARDS, CAR MOBILE, DABS - CAMERA + STICK, ADDRESS BOOK.

Total

£ 352:59P

continued on page 2

Authorisation and declaration

I claim reimbursement of those costs which I incurred wholly, exclusively and necessarily

Signature

[Redacted Signature]

MP

Date

22/3/06

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

Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

£ 159.45 ✓
£
£
£ 192.64 ✓
£
£
£
£ 352.59

Comments

[Empty Comments Box]

Financial Processing }

Transaction No. ...

Registration No. ...

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

or

Volunteer **Y** **N**

Please check / amend relation

Text

Invoice No.

Account code / Allowance

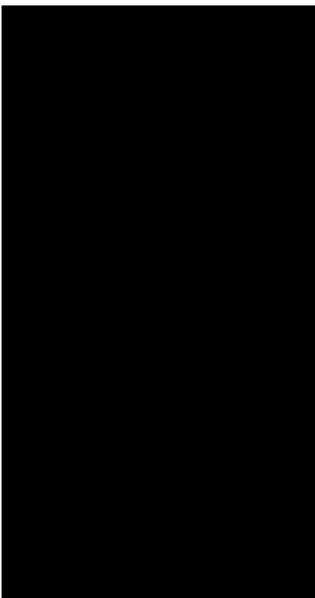
Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Who code? (Cat3)

or

Expenditure type (Cat5) :



~~04_05~~ / 05_06

£.....343.81

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

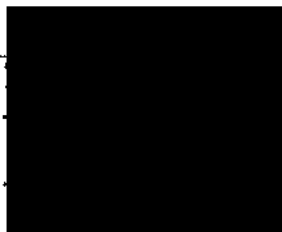
£.....

TOTAL

Comments:

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

Posted by (initials & date)



2006



Authority for the payment of one-off salary and/or expenses to staff

20 MAR 2006

When to use this form

- Use this form to request a one-off payment of salary to a temporary or casual employee.
- Use this form to reimburse out-of-pocket expenses to an employee or a volunteer.

About filling in this form

- Please note that payments can be made through the payroll only if we hold a valid National Insurance number for the employee.
- If you have any questions about this form, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

WILLIE RENNIE

Constituency

DUNFERMLINE + WEST FIFE

Details of staff member

First name

Surname
in CAPITAL LETTERS

Employee status

Date of birth

National Insurance
number

Payment details

Payslip address

Bank details

DUNFERMLINE PRESS.

15-MAR-2006
D PRESS EXTRA
292.60
SUBTL. 343.81
TXSL1 292.60
TAX 1 51.21
DUE AMOUNT
343.81

Financial Processing }

Transaction No. ..

Registration No. ..

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

or

Volunteer ~~*/N~~

Please check / amend relation

Text

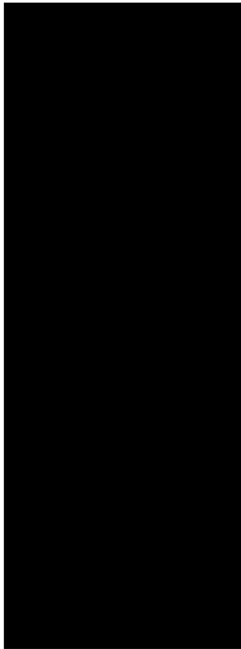
Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



2/1/06

04-05 / 05-06

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£ 72.33.....

£ 72.33.....

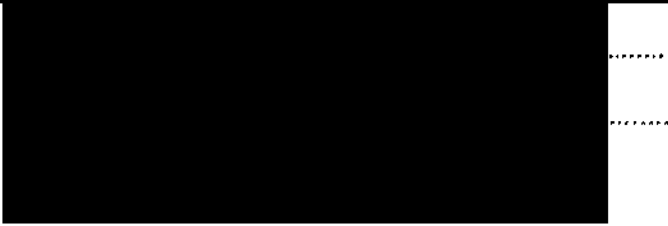
TOTAL

Comments:



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

Posted by (initials & date)



Financial Processing }

Transaction No. ..

Registration No. ..

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

or

Volunteer /N

Please check / amend relation

Text

Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Who code? (Cat3)

or

Expenditure type (Cat5) :



2/1/06



05_05 / 05_06



£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£ 2187.50

£.....

TOTAL

Comments:

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



5. MAR. 2006

Posted by (initials & date)

16 MAR. 2006



43

SA3

Authority for the payment of one-off salary and/or expenses to staff

03 MAR 2006

When to use this form

- Use this form to request a one-off payment of salary to a temporary or casual employee.
- Use this form to reimburse out-of-pocket expenses to an employee or a volunteer.

About filling in this form

- Please note that payments can be made through the payroll only if we hold a valid National Insurance number for the employee.
- If you have any questions about this form, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

WILLIE RENNIE

Constituency

DUNFERMLINE + WEST FIFE

Details of staff member

First name

Surname
in CAPITAL LETTERS

Employee status

Date of birth

National Insurance
number

Payment details

Payslip address

Bank details

Claim details

- Please claim actual amounts incurred, not round sums
- Please attach receipts or invoices

	Amount
One-off salary	£ : p
Season ticket loan	£ : p
Travel – home to work	£ : p
Rail travel	£ : p
Car travel	£ : p
Air travel	£ : p
Taxi	£ : p
Meals and subsistence	£ : p
Healthcare	£ : p
Childcare	£ : p
Home as office/telephone	£ : p
MEP Office requisites	£ 2259 : 83 p
Total	£ 2259 : 83 p

Taxable	Allow & exp type	Initials
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input checked="" type="checkbox"/> No		
<input checked="" type="checkbox"/> No		

Authorisation and declaration

X

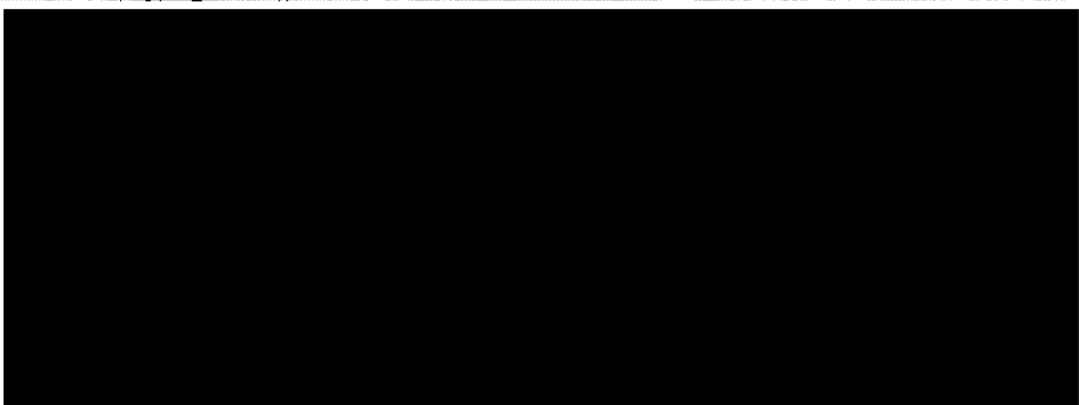
Signature  exclusively and necessarily incurred
 supplementary duties. MP

Date 21/10/06

Data protection On behalf of the Data Controller, the employing Member of Parliament, the House of Commons Administration will process the information you provide on this form for the purpose of staff administration, administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the employing member, the House of Commons and the Inland Revenue. The information may also be disclosed to the National Audit Office for audit purposes.

The information will be processed in accordance with the provisions of the Data Protection Act 1998. 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, including the right to see and receive a copy of any personal data that the House of Commons Administration holds about you on behalf of your employer, please contact your employer.

Send your completed form to Validation Team, Operations Directorate,
 Department of Finance & Administration, House of Commons, London SW1A 0AA



Please make all cheques payable to: J McSweeney

Willie Rennie MP

Date 22 February 2006

Invoice No

Date	Description	Amount
22/02/06	CMITS Case Management Software (license, install and configuration)	£ 2,000.00
22/02/06	Year One Support Fee (Support to run from date of installation)	£ 500.00
	Less 12.5% discount for direct payment	£ 312.50
	Balance Due	£ 2187.50
Total Payable		£ 2187.50

Please make all cheques payable to

DUNFEMLINE PRESS.



21FEB/2006

Served by

CLERK NAME



DUNFERN PRESSE

61.56

TXSL1

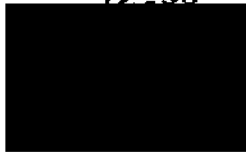
61.56

TAX 1

10.77

DUE AMOUNT

72.33





Direct payment of suppliers

20 MAR 2006

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

WILLIE RENNIE MP

Constituency

DUNFERMLINE + WEST FIFE

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

171 3106

Allowance year

2005 06

Incidental Expenses Provision claims

Suppliers	Amount
[REDACTED]	£ 125 : 02 P
_____	£ : P
_____	£ : P
_____	£ : P
_____	£ : P

Total £ 125 : 02 P

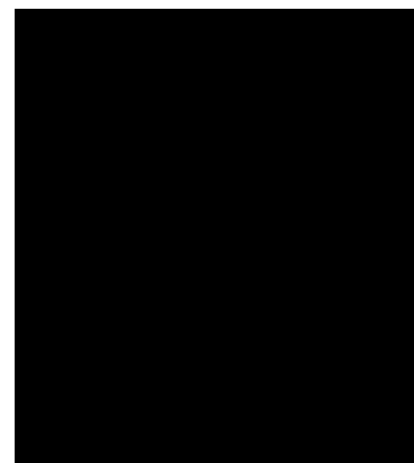
Office use only

Allow or A/c code	Supplier ID	Exp/ Cat 5
[REDACTED]	[REDACTED]	[REDACTED]

Claim details continued

Staffing Allowance claims

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

**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

17/3/06

Data protection

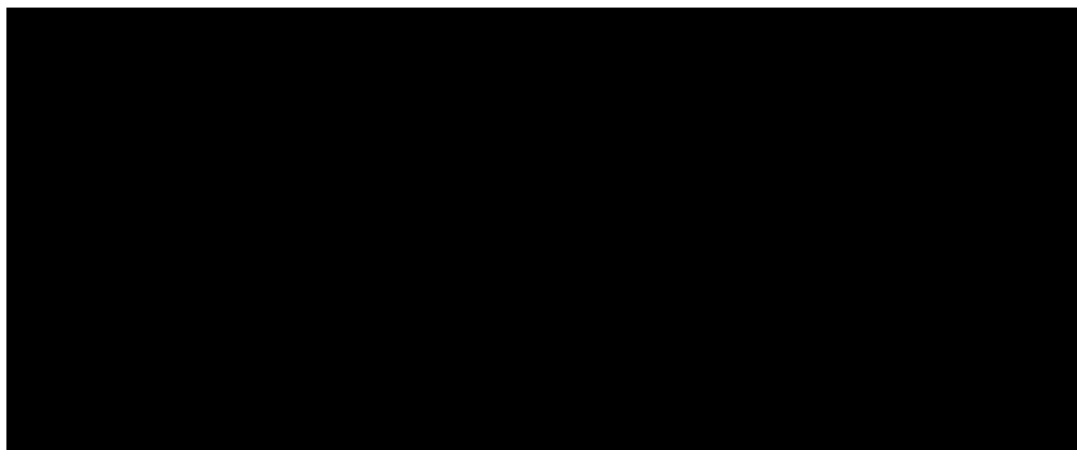
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information 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



Invoice

RECEIVED

16 MAR 2006

Willie Rennie MP's Office

No.:

Document Date: 13/03/06

Your Reference:

Payment Terms:

Quantity	Description	Unit Price	Discount %	VAT Amount	Net Amount
1	Advert in News - 03.03.06 'Constituency Assistant'	106.40	0	18.62	106.40

Net Amount: 106.40
VAT Amount: 18.62
Gross Amount: 125.02