



HOUSE OF COMMONS

Direct Payment to Third Parties
Communications Expenditure (COMMS)

COMMS 2

Office use only
Costc/Cat2

M | | | | |

Allowance 514670

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

A DISMORE HARLOW

Regular reports & constituency newsletters

(production & design, distribution, stationery, delivery & postage)

		£	Supp ID	Exp type/ Cat5
<u>hour</u>		<u>361.10</u>	87	514
			87	514
			87	514
			87	514

Advertising

		£	87	514
		£	87	514
		£	87	514
		£	87	514

Websites

(design, set up & maintenance costs)

		£	87	514
		£	87	514
		£	87	514
		£	87	514

Equipment

(purchase and lease of IT equipment/software only used in design & production of constituency publications)

		£	87	514
		£	87	514
		£	87	514
		£	87	514
		£	87	514

Please securely attach required invoices in support of your payments.
Statements, order confirmations & proforma invoices will not be accepted.

Authorisation and declaration

✓ I confirm the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

Date 17/11/09

Data Protection

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About filling in this form.
If you have any questions about this form, please call 020 7219 1340

Send your completed form to:
Operations Directorate, Department of Resources
House of Commons, London SW1A 0AA

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