



OrderMax Access — Nomination and Deletions

Note: Senators and Members are provided with a capped annual allocation to purchase a range of office requisites and stationery for their electorate office under Subitem 7(2), Schedule 1 to the *Parliamentary Entitlements Act 1990*.

Office requisites and stationery are obtained through the Commonwealth's contracted supplier. Orders are placed using an online ordering system, OrderMax. The online system requires an ordering officer(s) and approving officer from the electorate office.

For periods when the approving officer will be out of the office, please re-nominate an approving officer by completing this form and submitting it to m&ps-wa-stationery@finance.gov.au

Stationery orders for periods of unplanned absences by the approving officer can be managed by emailing m&ps-wa-stationery@finance.gov.au

Where an ordering or approving officer **no longer requires access** to OrderMax, for example, is no longer employed in the office, please note this in the **Deletions section** below.

Send to	Ministerial and Parliamentary Services WA State Office Department of Finance GPO Box B58 Perth WA 6838
Email	m&ps-wa-stationery@finance.gov.au
Contacts	Phone: (08) 9260 5000 Fax: (08) 9260 5085 Fax: 1800 674 310

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SENATOR OR MEMBER	▶ Name	<input type="text"/>
	▶ Office of (Senator or Member)	<input type="text"/>
	▶ Electorate Office phone number	<input type="text"/>

APPROVING OFFICER	▶ The approving officer will be required to check and approve all orders placed in an electorate office. The approving officer cannot be an ordering officer.	
	▶ Name	<input type="text"/>
	▶ Email	<input type="text"/>

ORDERING OFFICER(S)	▶ The ordering officer(s) will enter all orders. The order will then be sent to the approving officer for approval prior to processing
	The ordering officer cannot be the approving officer.

Name	Email

DELETION(S)	▶ List ordering or approving officers who no longer require access to OrderMax.
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Name	Email

SIGNATURE	▶ Signature of Senator or Member	<input type="text"/>	Date
			<input type="text" value="/ /"/>