Australian Government
Department of Finance



*SENATORS AND MEMBERS*

# INVOICE CERTIFICATION – OFFICE REQUISITES AND STATIONERY

**Note**: This form may be used for invoices relating to approved office requisites and stationery items or mobile electorate office signage.

| **Options for returning your completed form** | | **Enquiries**: | Entitlements Management Branch |
|---|---|---|---|
| Scan and Email to: | MPSservicecentre@finance.gov.au | Email: | emb@finance.gov.au |
| Fax to: | 1300 130 989 | Phone: | (02) 6215 3542 |
| or Post to: | Ministerial and Parliamentary Services<br>Department of Finance<br>John Gorton Building<br>King Edward Terrace<br>PARKES ACT 2600 | | |

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## SENATOR/MEMBER

Name

## CLAIM DETAILS

I certify that:

- the attached tax invoice from (supplier) _____

  for the amount of $ _____ (GST inclusive) and dated _____

  is for the purchase of goods and services within my entitlement with the exception of the items listed below;
- I have checked the invoice and the charges on the invoice are correct;
- the goods or services itemised on the invoice were received;
- payment of the invoice is to be made:

  Directly to supplier ☐ OR

  Reimbursed to (name) _____
- the tax invoice is a valid tax invoice as required by the Australian Taxation Office guidelines www.ato.gov.au; and
- an itemised tax invoice is attached.

| Details of expenditure NOT within entitlement | Quantity | Date received | Amount $ |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | **TOTAL** | $ |

## SIGNATURE

*I certify that items purchased outside of the contracted office requisites and stationery supplier are reasonably comparable in function and value to products available through the contracted supplier, provide value for money and are for use necessary to operate the office, for purposes related to parliamentary, electorate or official business (but not commercial business).*

*I certify that signage is stand alone (i.e. not fixed to or incorporated into other structures) and will be used to identify the mobile electorate office, or to direct constituents to the location of the mobile electorate office.*

*I certify that to the best of my knowledge, the claims detailed above were incurred in accordance with the provisions of the Parliamentary Entitlements Act 1990.*

*I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.*

**Signature of Senator or Member**

Please print and sign this form

Date

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