



**SENATORS AND MEMBERS**

Options for returning your completed form are provided on page 2.

**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.

<b>SENATOR/MEMBER</b>	▶	Name	<input style="width: 95%;" type="text"/>
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<b>CLAIM DETAILS</b>	▶	<p>I certify that:</p> <ul style="list-style-type: none"> <li>• the attached tax invoice from (supplier) <input style="width: 400px;" type="text"/></li> </ul> <p>for the amount of \$ <input style="width: 100px;" type="text"/> (GST inclusive) and dated <input style="width: 80px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/></p> <p>is for the purchase of goods and services within my entitlement with the exception of the items listed below;</p> <ul style="list-style-type: none"> <li>• I have checked the invoice and the charges on the invoice are correct;</li> <li>• the goods or services itemised on the invoice were received;</li> <li>• payment of the invoice is to be made:               <ul style="list-style-type: none"> <li>Directly to supplier <input type="checkbox"/> OR</li> <li>Reimbursed to (name) <input style="width: 500px;" type="text"/></li> </ul> </li> <li>• the tax invoice is a valid tax invoice as required by the Australian Taxation Office guidelines <a href="http://www.ato.gov.au">www.ato.gov.au</a>; and</li> <li>• an itemised tax invoice is attached.</li> </ul>
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Details of expenditure NOT within entitlement	Quantity	Date received	Amount \$
<b>TOTAL</b>			\$ <input style="width: 100px;" type="text"/>

<b>SIGNATURE</b>	▶	<p>I certify that:</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> <li>• to the best of my knowledge, the claims detailed above were incurred in accordance with the provisions of the <i>Parliamentary Entitlements Act 1990</i>.</li> </ul> <p>▶ By signing this form, I acknowledge that:</p> <ul style="list-style-type: none"> <li>• I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>.</li> <li>• I have read and understood the Privacy Collection Notice (see below).</li> </ul>
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**Signature of Senator or Member**

Date

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**Privacy Collection Notice** — Consistent with the *Privacy Act 1988*, the Department of Finance (Finance) uses the personal information provided in this form to facilitate the administration of work expenses and allowances for Parliamentarians and their employees under the parliamentary work expenses framework. Details of the related expenditure may be tabled in Parliament, published on Finance’s website, or provided to the Special Minister of State, the Independent Parliamentary Expenses Authority, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information provided is available at [www.maps.finance.gov.au/privacy.html](http://www.maps.finance.gov.au/privacy.html)

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## Ministerial and Parliamentary Services State and Territory Office Contact Details

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	Options for returning your completed form	Enquiries
<b>AUSTRALIAN CAPITAL TERRITORY</b>	Scan and Email to: <a href="mailto:M&amp;PS-ACT@finance.gov.au">M&amp;PS-ACT@finance.gov.au</a>	<b>Contact:</b> ACT Office <b>Email:</b> <a href="mailto:M&amp;PS-ACT@finance.gov.au">M&amp;PS-ACT@finance.gov.au</a> <b>Phone:</b> (02) 6277 6087
<b>NEW SOUTH WALES</b>	Scan and Email to: <a href="mailto:M&amp;PS-NSW@finance.gov.au">M&amp;PS-NSW@finance.gov.au</a>	<b>Contact:</b> Sydney CPO <b>Email:</b> <a href="mailto:M&amp;PS-NSW@finance.gov.au">M&amp;PS-NSW@finance.gov.au</a> <b>Phone:</b> (02) 8289 9900
<b>NORTHERN TERRITORY</b>	Scan and Email to: <a href="mailto:MaPS-NT@finance.gov.au">MaPS-NT@finance.gov.au</a>	<b>Contact:</b> Darwin CPO <b>Email:</b> <a href="mailto:MaPS-NT@finance.gov.au">MaPS-NT@finance.gov.au</a> <b>Phone:</b> (08) 8941 4133
<b>QUEENSLAND</b>	Scan and Email to: <a href="mailto:M&amp;PSQld@finance.gov.au">M&amp;PSQld@finance.gov.au</a>	<b>Contact:</b> Brisbane CPO <b>Email:</b> <a href="mailto:M&amp;PSQld@finance.gov.au">M&amp;PSQld@finance.gov.au</a> <b>Phone:</b> (07) 3001 8900
<b>SOUTH AUSTRALIA</b>	Scan and Email to: <a href="mailto:M&amp;PSSA@finance.gov.au">M&amp;PSSA@finance.gov.au</a>	<b>Contact:</b> Adelaide CPO <b>Email:</b> <a href="mailto:M&amp;PSSA@finance.gov.au">M&amp;PSSA@finance.gov.au</a> <b>Phone:</b> (08) 8205 1000
<b>TASMANIA</b>	Scan and Email to: <a href="mailto:M&amp;PS-Tas@finance.gov.au">M&amp;PS-Tas@finance.gov.au</a>	<b>Contact:</b> Hobart CPO <b>Email:</b> <a href="mailto:M&amp;PS-Tas@finance.gov.au">M&amp;PS-Tas@finance.gov.au</a> <b>Phone:</b> (03) 6231 0734
<b>VICTORIA</b>	Scan and Email to: <a href="mailto:M&amp;PS-Vic@finance.gov.au">M&amp;PS-Vic@finance.gov.au</a>	<b>Contact:</b> Melbourne CPO <b>Email:</b> <a href="mailto:M&amp;PS-Vic@finance.gov.au">M&amp;PS-Vic@finance.gov.au</a> <b>Phone:</b> (03) 9660 6600
<b>WESTERN AUSTRALIA</b>	Scan and Email to: <a href="mailto:M&amp;PS-WA@finance.gov.au">M&amp;PS-WA@finance.gov.au</a>	<b>Contact:</b> Perth CPO <b>Email:</b> <a href="mailto:M&amp;PS-WA@finance.gov.au">M&amp;PS-WA@finance.gov.au</a> <b>Phone:</b> (08) 9260 5000

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