



OrderMax Access – Nomination and Deletions

Note: A Senator or Member is provided with a capped annual allocation to purchase a range of office requisites and stationery for their electorate offices under Subitem 7(2), Schedule 1 to the *Parliamentary Entitlements Act 1990*.

Office requisites and stationery may be 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.

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| Options for returning your completed form | Enquiries: Ministerial and Parliamentary Services |
| Scan and Email to: m&ps-wa-stationery@finance.gov.au | Email: m&ps-wa-stationery@finance.gov.au |
| | Phone: (08) 9260 5000 |

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|--------------------------|--------------------|----------------------|------------------------------|
| SENATOR OR MEMBER | ▶ Name | <input type="text"/> | |
| | ▶ Electorate/State | <input type="text"/> | ▶ Phone <input type="text"/> |

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|--------------------------|--|----------------------|--|
| APPROVING OFFICER | ▶ The approving officer will be required to check and approve all orders placed in an electorate office. The online system has a two-step ordering process with ordering officer(s) and an approving officer required. | | |
| | ▶ Name | <input type="text"/> | |
| | ▶ Email | <input type="text"/> | |

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| ORDERING OFFICER(S) | ▶ More than one ordering officer can be nominated. An ordering officer submits the online stationery orders. Once an order is submitted, the approving officer is notified via email that an order requires approval. An ordering officer cannot be the approving officer. | | |
|----------------------------|--|--|--|

| Name | Email |
|------|-------|
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| DELETION(S) | ▶ List ordering or approving officers who no longer require access to OrderMax. | | |
| | Name | Email | |
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| SIGNATURE | ▶ By signing this form, I acknowledge that: <ul style="list-style-type: none"> I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>. I have read and understood the Privacy Collection Notice (see below). | | |
| | Signature of Senator or Member or Authorised Person | Date | <input type="text" value="/ /"/> |
| | Name (if authorised person) <input type="text"/> | | |