



INVOICE CERTIFICATION – PUBLICATIONS

Note: This form should be used for invoices relating to publications.
Please ensure the relevant tax invoice is attached.

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

SENATOR OR MEMBER	▶ Name			
	▶ Electorate/State		▶ Phone	

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 in accordance with the provisions of the <i>Parliamentary Entitlements Act 1990</i> with the exception of the items listed below			
	<ul style="list-style-type: none"> • 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: <div style="margin-left: 20px;"> <input type="checkbox"/> Directly to supplier OR <input type="checkbox"/> Reimbursed to (name) </div> 			
	• the tax invoice meets the requirement of the Australian Taxation Office .			

Details of expenditure NOT covered	Quantity	Date received	Amount \$
TOTAL			\$

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, Member or MOP(S) Act Employee		Date
			/ /
	Name (if MOP(S) Act Employee)		

Ministerial and Parliamentary Services State and Territory Office Contact Details

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