



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.

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			\$ <input type="text"/>

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

▶ By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

Signature of Senator or Member **Date** / /

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
