



**SENATORS AND MEMBERS**

**CERTIFICATION AND REQUEST FOR PAYMENT –  
PRINTING, COMMUNICATIONS and SOFTWARE**

Information about [Printing and Communications](#) is available at  
[www.maps.finance.gov.au/Guidance/Annual\\_Budget\\_for\\_Office\\_Expenses/Printing\\_and\\_Communications](http://www.maps.finance.gov.au/Guidance/Annual_Budget_for_Office_Expenses/Printing_and_Communications)

(Note: A separate certification is required for each invoice submitted.)

<b>Options for returning your completed form</b> Scan and Email to: <a href="mailto:MPSServicecentre@finance.gov.au">MPSServicecentre@finance.gov.au</a>	<b>Enquiries:</b> Ministerial and Parliamentary Services Email: <a href="mailto:mpshelp@finance.gov.au">mpshelp@finance.gov.au</a> Phone: (02) 6215 3542
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► **Senator/Member**

Name

Electorate/State  Phone

► **Printing, e-material and audio posters** (including translation, photography and design/artwork)

I have previously submitted a print ready copy of the item for vetting by Finance and certify that all printed material, excluding audio posters, was on paper or card weighing not more than 700 grams per square metre, or on flat magnetised material and there have been **no changes** to the document.

Reference  ; or

A sample of the printed item, e-material, audio poster content and English transcript, photography, translation or commercially designed Facebook item is attached. (URLs should be provided for e-items such as videos). All printed material, excluding audio posters, was on paper or card weighing not more than 700 grams per square metre or on flat, magnetised material.

The design work specified in the attached invoice is to be incorporated in commercially printed or produced material, or posted online. Please specify (e.g. August Newsletter, 2013 calendar, etc; URL, if relevant)

► **Business cards**

For personal and/or electorate MOP(S) Act employees.

**Note:** Ministers, Parliamentary Secretaries and their personal staff should continue to direct requests for business cards to their respective portfolio department.

► **Communications** (including mail/leaflet distribution, emails, mobile phone or web applications, Facebook advertising and SMS services)

The communication and/or distribution was for parliamentary or electorate purposes and not for party business or commercial purposes.

► **Websites** (including domain name registration, hosting, maintenance, development, design)

The URL for the website is:

**Note:** Copies of, or links to, photographic or video services are to be provided.

► Senators and Members may claim reimbursement from their annual budget for office expenses for:

**Software reimbursement** (including specific software, servicing, backup and training)

**Interactive Voice Response (IVR)** phone surveys

**Short Messaging Service (SMS)** broadcasting and survey services

► I certify that the details in the attached invoice/receipt from (supplier)

for the amount of \$  (GST inclusive) dated  /  /  goods received\* on  /  /

\* 'Received' means the date on which the printed goods, e-material or audio posters were delivered to the Senator or Member or to a location nominated by the Senator or Member or the date of publication of an advertisement.

are correct and the:

payment to the supplier; or

reimbursement to (name)

is a claimable work expense under the *Parliamentary Business Resources Act 2017*.

- I certify that my claim for the expense, allowance or public resource complies with sections 25, 26, 27 and 28 of the *Parliamentary Business Resources Act 2017*.
- I acknowledge that I am personally responsible and accountable for my use of public resources and that if section 26, 27 or 28 of the *Parliamentary Business Resources Act 2017* is contravened any amount not repaid within 28 days attracts a 25% penalty and is a debt due to the Commonwealth.
- 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

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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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*Parliamentary Business Resources Act 2017*

s25 Obligations in relation to the use of public resources for conducting parliamentary business

s26 Dominant purpose test

s27 Obligation to ensure value for money in incurring expenses or claiming allowances or other public resources

s28 Obligation not to make claims or incur expenses in breach of conditions