



HOUSE OF COMMONS

COMMS 2

Office use only
Costc/Cat2

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Allowance 514670

Direct Payment to Third-Parties

Communications Expenditure (COMMS)

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

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Regular reports & constituency newsletters

(production & design, distribution, stationery, delivery & postage)

			Supp ID	Exp type/ Cat5
<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -
<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -
<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -
<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -

Advertising

<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -
<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -
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<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -

Websites

(design, set up & maintenance costs)

<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -
<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -
<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -
<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -

Equipment

(purchase and lease of IT equipment/software only used in design & production of constituency publications)

<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -
<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -
<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -
<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -
<input style="width:95%;" type="text"/>	£	<input style="width:40%;" type="text"/>	87 - - - - -	514 - - - -

Please securely attach required invoices in support of your payments.

Statements, order confirmations & proforma invoices will not be accepted.

Authorisation and declaration

I confirm the amounts claimed comply with the principles and rules contained in the Green Book.

Member's
Signature

Date

Data Protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and HMRC. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

About filling in this form.

If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources
House of Commons, London SW1A 0AA

SAVE

PRINT