



**Communications Allowance**  
**Direct payment of suppliers**

10 MAR 2008

**When to use this form**

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

**About filling in this form**

- For details of costs you can claim for please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

**Your details**

**Name**  
in CAPITAL LETTERS

SANDRA OSBORNE MP

**Constituency**

AYR, GARRICK & COMVOCK

Office use only	Costs	
-----------------	-------	--

**Claim details**

*You can only request*  
*Please ensure*

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

**Period of claim**

from \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

**Allowance year**

07/08

**Suppliers**

**Amount**

Office use only		
Allow.	Supp ID	Exp.Type

JOHNSTON NEWSPAPERS £ 170 : 14 p

SCOTTISH & UNIVERSAL NEWSPAPERS £ 252 : 63 p

NEWSPAPERS

£ : p

£ : p

£ : p

£ : p

£ : p

£ 422 : 77 p

17014

The payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

**Signature**

**MP**

**Date**

7/3/08

**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 the HM Revenue & Customs. 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).

---

**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

---


**Office use only**

Initials / Date

Validation completed

**Comments**

**STATEMENT**

A  Trinity Mirror business

www.scotspapers.co.uk

SANDRA OSBORNE MP

PAGE	1
STATEMENT DATE	04/03/2008
ACCOUNT NUMBER	[REDACTED]
PAYMENT DUE BY	28/03/2008

If you wish to discuss this statement  
please contact [REDACTED]

DATE	REFERENCE	TRANSACTION TYPE	DEBIT	CREDIT	BALANCE
18/09/2006		* Invoice	427.99		
11/10/2006		* Payment		427.99	
06/11/2006		* Invoice	364.84		
27/11/2006		* Payment		364.84	
13/08/2007		* Invoice	375.41		
31/08/2007		* Payment		375.41	
04/02/2008		Invoice	252.63		252.63

OVERDUE BALANCE				
4th Period Old	3rd Period Old	2nd Period Old	1st Period Old	THIS PERIOD

NET BALANCE
252.63

'Q' indicates that the transaction is under query

# Invoice

Johnston Newspapers  
Scotland



SANDRA OSBORNE MP

A subsidiary of Johnston Publishing Ltd, Registered No 1919088 England, Registered Office Oundle Road, Woodston, Peterborough, PE2 9QR

Order Reference		DUE DATE: 31/03/2008	
Booked By			
Advert ID	Sandra Osborne MP		
Classification	Government Notices	Style	
Size	10x2	Source Code	

Account Number	
Invoice Number	
Invoice Date	29-02-2008
URN Number	
Customer Tel No	

Title	First Insert Date	No. Inserts	Charge	Amount
Carrick Gazette	28/02/2008	1	GROSS AMOUNT	144.80



SUB-TOTAL	144.80
VAT AT 17.50%	25.34
<b>Total Amount Due</b>	<b>£ 170.14</b>



Communications Allowance
Direct payment of suppliers

17/17/08

When to use this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for please refer to booklet on Communications Allowance.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

SANDRA OSBORNE MP

Constituency

AYR GARRICK & CUMNOCK

Office use only

Costs



Claim details

You can only request Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
you attach all supplier invoices.

Period of claim

from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Allowance year

07/08

Suppliers

Amount

CLYDE & DORTMOUTH PRESS £ 70 50

~~JOHNSTON NEWSPAPERS £ 170 14p~~

£ : p

£ : p

£ : p

£ : p

£ : p

£ 240 64 150
270-50

Authorisation and declaration

- I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

14/3/08

**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 the HM Revenue & Customs. 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).

**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

**Office use only**

Initials / Date

Validation completed

**Comments**

# Clyde & Forth Press Ltd.



DATE	05/03/08
PAGE	1
INVOICE NUMBER	[REDACTED]

INVOICE TO: SANDRA OSBORNE MP  
 [REDACTED]

DELIVER TO:  
 [REDACTED]

**INVOICE**

A/C: [REDACTED] ORDER No. [REDACTED] ORDER DATE [REDACTED] INSTRUCTIONS [REDACTED]

PRODUCT CODE	PRODUCT DESCRIPTION	QUANTITY	UNIT PRICE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	VAT RATE
	SANDRA OSBORNE MP Feature01 5x 2 [REDACTED] KATE SANDRA OSBORNE MP Cumnock Chronicle	05/03/08	1	60.00	60.00	60.00	17.5
[REDACTED]							

VAT SUMMARY	CODE	NET	RATE	VAT	
	1	60.00	17.50%	10.50	60.00
					10.50

TERMS: 28 Days  
 PAYMENT DUE BY: 02/04/08

**AMOUNT DUE** 70.50



23 FEB 2008

### Direct payment of suppliers

**When to use this form**

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

**About filling in this form**

- For details of costs you can claim for please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

#### Your details

Name  
in CAPITAL LETTERS

SANDRA OSBORNE MP

Constituency

Ayr, GARRICK & COMMERK

Office use only

Cost

#### Claim details

You can only request  
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Allowance year

07/08

Suppliers

Amount

SCOTTISH + UNIVERSAL £ 252.63p

CLYDE + NORTH PRESS £ 173.90p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

#### Authorisation and declaration

- I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

22/2/08



**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 the HM Revenue & Customs. 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).

---

Send your completed  
form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

---

<b>Office use only</b>	
	Initials / Date
Validation completed	<input type="text"/>
<b>Comments</b>          	

**STATEMENT**

**1 REMITTANCE ADVICE**

PLEASE DETACH THIS SECTION AND RETURN WITH YOUR PAYMENT TO

**Clyde & Forth Press Ltd.**



SANDRA OSBORNE MP

SANDRA OSBORNE MP



ACCOUNT No.



ACCOUNT No.



02/02/08

02/02/08

DATE

DATE

PLEASE INDICATE ✓ WHICH ITEMS ARE BEING PAID

DATE	OUR REF	DETAILS	TRANS.	DEBIT	CREDIT	BALANCE
23/01/08	[REDACTED]		INV	173.90		173.90
				173.90		173.90

DATE	OUR REF	OUTSTANDING	✓
23/01/08	[REDACTED]	173.90	
Total UKP		173.90	

TERMS

PLEASE NOTE

TOTAL TO BE CREDITED

CURRENT MONTH

ONE MONTH

TWO MONTHS

THREE MONTHS AND OVER

AMOUNT DUE

173.90

173.90

Total in

173.90

INVOICE No.	[REDACTED]	1 ✓
INVOICE DATE	04/02/2008 ✓	
CUSTOMER A/C No.	[REDACTED]	
CUSTOMER TEL No.	[REDACTED]	
CUSTOMER ORDER	[REDACTED]	
SALES REP & AD REF	[REDACTED]	
PAYMENT DUE BY	13/03/2008	

SANDRA OSBORNE MP

PUBLICATION	DESCRIPTION	TOTAL COST
AS CA	CATCHLINE : SANDRA OSBORNE M SIZE : 06x02 CLASS : PN-PUBLIC NOTICE DATE : Jan 30 DATE : Jan 30	
	GROSS	215.00

AS=Ayrshire Inside Scotland CA=Ayrshire Classified

GOODS VALUE	215.00
VAT 17.50%	37.63
INVOICE TOTAL	252.63



Communications Allowance
Direct payment of suppliers

Comms2
page 1 of 2

08 FEB 2008

11 FEB 2008

When to use this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for please refer to booklet on Communications Allowance.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

SANDRA OSBORNE MP

Constituency

AYR, CARRICK & CUMNOCK

Office use only

Costs

Claim details

You can only request Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
you attach all supplier invoices.

Period of claim

from 23/01/08 to 06/02/08

Allowance year

07/08

Amount

CLYDE & FOXTH PRESS LTD

£ 173 : 9p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authc

- I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

06-02-08

**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 the HM Revenue & Customs. 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).

---

**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

---

**Office use only**

Initials / Date

Validation completed

Comments

# Clyde & Forth Press Ltd.

RECEIVED 2 JAN 2008

DATE	23/01/08
PAGE	1
INVOICE NUMBER	[REDACTED]

INVOICE TO: SANDRA OSBORNE MP  
[REDACTED]

DELIVER TO: [REDACTED]

**INVOICE**

A/C [REDACTED] ORDER No. [REDACTED] INSTRUCTIONS [REDACTED]

PRODUCT CODE	PRODUCT DESCRIPTION	QUANTITY	UNIT PRICE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	VAT RATE
	SANDRA OSBORNE MP ROP General 10x 2 [REDACTED] KAY						
	SANDRA OSBORNE MP Cumnock Chronicle	1	148.00	148.00		148.00	17.50

VAT SUMMARY	CODE	NET	RATE	VAT	
	1	148.00	17.50%	25.90	148.00
					25.90

TERMS: 28 Days  
PAYMENT DUE BY: 20/02/08

**AMOUNT DUE** 173.90

TransNo	SequenceNo 1	BatchID	
GL Analysis		Amount	
Account	Communications Allowance	Amount GBP	173.90
Costc	Ms Sandra Osborne MP	Amount GBP	173.90
Piro	Allowance Year 2007-2008	ExchRate	1.000000
Who		Amount 3	0.00
		ExchRate2	
Exp_type	General Running Costs	Amount 4	0.00
			0.00
			0
Transaction			
AP/AR ID	CLYDE & FORTH PRESS	Inv. Date	23/01/2008
Tax code	Tax system	TransType	
Period	Fiscal year 2007	Inv. Recvd.	26/02/2008
Cancelled	Status	InvoiceNo	
Text	COMMS2 S OSBORNE MP	OrderNo	0
Updated	03/03/2008 11:18:07	User	

TransNo 346181 SequenceNo [REDACTED] BatchID [REDACTED]

GL Analysis		Amount	
Account	Communications Allowance	Amount	GBP 173.90
Costc	Ms Sandra Osborne MP	Amount	GBP 173.90
Piro	Allowance Year 2007-2008	ExchRate	1.000000
Who		Amount 3	0.00
Exp_type	General Running Costs	ExchRate2	
		Amount 4	0.00
			0.00
			0

Transaction		Inv. Date	23/01/2008
AP/AR ID	CLYDE & FORTH PRESS	TransType	[REDACTED]
Tax code	Tax system	Inv. Recvd.	11/02/2008
Period	Fiscal year 2007	InvoiceNo	[REDACTED]
Cancelled	Status	OrderNo	0
Text	COMMS2 S OSBORNE MP		

Updated 15/02/2008 15:26:01 User [REDACTED]



**STATEMENT**

**REMITTANCE ADVICE**

**Clyde & Forth Press Ltd.**

PLEASE DETACH THIS SECTION AND RETURN WITH YOUR PAYMENT TO

SANDRA OSBORNE MP

SANDRA OSBORNE MP

ACCOUNT No.

ACCOUNT No.

DATE 26/04/08

DATE 26/04/08

PLEASE INDICATE ✓ WHICH ITEMS ARE BEING PAID

DATE	OUR REF.	DETAILS	TRANS.	DEBIT	CREDIT	BALANCE
13/03/08			PAY		173.90	173.90CR
23/04/08			INV	153.48		153.48
				153.48	173.90	20.42CR

DATE	CUR REF.	OUTSTANDING	✓
13/03/08		173.90CR	
23/04/08		153.48	

TERMS

Total UKP 20.42CR

PLEASE NOTE

TOTAL TO BE CREDITED

CURRENT MONTH	ONE MONTH	TWO MONTHS	THREE MONTHS AND OVER	AMOUNT DUE
153.48	173.90CR			20.48CR

Total in

20.42CR
20.42CR



**Communications Allowance**  
**Direct payment of suppliers**

07 DEC 2007

**Comms2**

page 1 of 2

**When to use this form**

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

**About filling in this form**

- For details of costs you can claim for please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

**Your details**

Name  
in CAPITAL LETTERS

SANDRA OSBORNE MP

Constituency

AVON, CARRICK & COMWELL

Office use only

Costs

**Claim details**

You can only request  
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 29 / 11 / 07 to 03 / 12 / 07

Allowance year

07 / 08

Suppliers

Amount

KINPAC LTD

£ 3272 : 36 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

**Authorisation and declaration**

- I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

03.12.07

**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 the HM Revenue & Customs. 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.

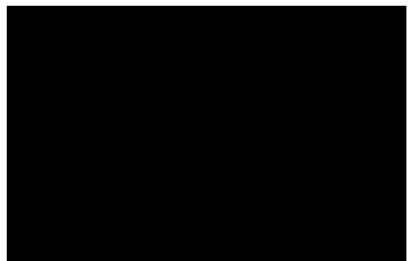
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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).

Send your completed  
form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

<b>Office use only</b>	
	<b>Initials / Date</b>
Validation completed	<input type="text"/>
<b>Comments</b>	



# Invoice

**Customer Name**  
Sandra Osborne MP

[Redacted]

**Invoice Number**  
[Redacted]

**Date**  
[Redacted]

**Order Number**  
[Redacted]

**Account Number**  
[Redacted]

E. & O.E.



	Amount	V.A.T.
Sandra Osborne - Parliamentary News		
Royal Mail Door Drops 33,948 @ £60.00 per 1000 Price: £2036.88		
Selas Method of Door Drops 8,223 @ £53.00 per 1000 Price: £435.82		
Handling Charge for whole job £247.27		
Delivery to Royal Mail Perth : £65.00		
<b>Total Price: £2784.97 inc</b>	<b>2784.97</b>	<b>487.37</b>

**Delivery Address**

[Redacted]

Terms 30 days nett from date of invoice

<b>Total</b>	2784.97
<b>V.A.T. @ 17.50</b>	487.37
<b>Carriage</b>	0.00
<b>Total Due</b>	<b>3272.34</b>





Communications Allowance
Direct payment of suppliers

When to use this form

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for please refer to booklet on Communications Allowance.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

SANDRA OSBORNE MP

Constituency

AYR, CARRICK & CUMNOCK

Office use only Cost: [Redacted]

Claim details

You can only request Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
you attach all supplier invoices.

Period of claim

from 31/10/07 to 23/11/07

Allowance year

07/08

Suppliers

Amount

PUBLIC IMPACT

£ 2,890.63 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

- I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

23-11-07

**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 the HM Revenue & Customs. 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).

---

**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

---

**Office use only**

Initials / Date

Validation completed

Comments

**Invoice**

Page 1

Sandra Osborne MP  
**Invoice No.** **Invoice/Tax Date**

31/10/2007

**Cust. Order No.****Account Ref.** **Quantity Details**

	<b>Disc%</b>	<b>Disc Amount</b>	<b>Net</b>	<b>VAT Rate</b>	<b>VAT</b>
1.00 Printing of 45K 4pp A4 colour Parliamentary Report Leaflets	0.00	0.00	2,685.00	0.00	0.00
1.00 Delivery	0.00	0.00	175.00	17.50	30.63

**Total Net Amount** 2,860.00**Total VAT Amount** 30.63**Invoice Terms: 30 Days****Invoice Total** 2,890.63  




# Communications Allowance Direct payment of suppliers

Comms2

page 1 of 2

When to use this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name in CAPITAL LETTERS

SANDRA OSBORNE MP ✓

Constituency

AYR, CARRICK & CUMNOCK

Office use only

Costs



## Claim details

You can only request  
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 01/12/07 to 14/12/07

Allowance year

07/08

Amount

CLYDE & FORTH PRESS LTD £ 99 : 88 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

## Authorisation and declaration

- I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature



MP

Date

14/12/07



**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 the HM Revenue & Customs. 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).

**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

<b>Office use only</b>	
	Initials / Date
Validation completed	<input type="text"/>
<b>Comments</b>	

# Clyde & Forth Press Ltd.



DATE	05/12/07
PAGE	1
INVOICE NUMBER	L

SANDRA OSBORNE MP

INVOICE TO:

DELIVER TO:

**INVOICE**

A/C	ORDER No.	ORDER DATE	INSTRUCTIONS

PRODUCT CODE	PRODUCT DESCRIPTION	QUANTITY	UNIT PRICE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	VAT RATE
	SANDRA OSBORNE MP Calendars 5x 1						
	RITA SANDRA OSBORNE MP Cumnock Chronicle	05/12/07	1	85.00	85.00	85.00	17.5



<b>VAT SUMMARY</b>	CODE 1	NET 85.00	RATE 17.50%	VAT 14.88	85.00
					14.88

TERMS: 02/01/08	<b>AMOUNT DUE</b>	99.88
PAYMENT DUE BY:		L



FINANCE &  
ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance

## Direct payment of suppliers

**Comms2**

page 1 of 2

1007 154 20

**When to use this form**

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

**About filling in this form**

- For details of costs you can claim for please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

### Your details

Name  
in CAPITAL LETTERS

SANOKA OSBORNE MP

Constituency

AMR, CARLICK + CUMNOCK

Office use only      Coste



### Claim details

You can only request  
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 30/10/07 to 02/11/07

Allowance year

07/08

Suppliers

Amount

CLYDE & FORTH PRESS LTD

£ 70 : 50 p

£ : p

£ : p

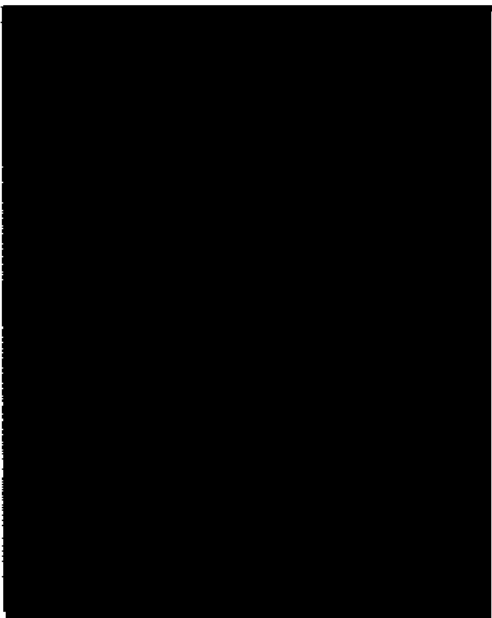
£ : p

£ : p

£ : p

£ : p

£ : p



### Authorisation and declaration

- I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature



MP

Date

02.11.07

**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 the HM Revenue & Customs. 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).

---

**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

---

**Office use only****Initials / Date**

Validation completed

**Comments**

# Clyde & Forth Press Ltd.

RECEIVED 2007

DATE	<input checked="" type="checkbox"/>	30/10/07
PAGE		1
INVOICE NUMBER	<input checked="" type="checkbox"/>	[REDACTED]

INVOICE TO: SANDRA OSBORNE MP ✓  
[REDACTED]

DELIVER TO:  
[REDACTED]

**INVOICE**

A/C [REDACTED] ORDER No [REDACTED] ORDER DATE [REDACTED] INSTRUCTIONS [REDACTED]

PRODUCT CODE	PRODUCT DESCRIPTION	QUANTITY	UNIT PRICE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	VAT RATE
	SANDRA OSBORNE MP Feature 02 10x 2 RITA SANDRA OSBOURNE Ayr Advertiser Group 30/10/07	1	60.00	60.00	[REDACTED]	[REDACTED]	17.50%

VAT SUMMARY		CODE	NET	RATE	VAT	
		1	60.00	17.50%	10.50	60.00
						10.50

TERMS: 28 Days  
PAYMENT DUE BY: 27/11/07

**AMOUNT DUE** 70.50 ✓



Direct payment of suppliers

When to use this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for please refer to booklet on Communications Allowance.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

SANDRA OSBORNE

Constituency

AYR, CARRICK & COLNOCK

Office use only

Costs

Claim details

You can only request Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
you attach all supplier invoices.

Period of claim

from 14/08/07 to 03/09/07 Allowance year 07/08

Suppliers

Amount

PARLIAMENTARY RECORDING UNIT

£ 11 : 75 p

[Redacted supplier names]

£ : p

Authorisation and declaration

- I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted signature]

MP

Date

03.09.07

**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 the HM Revenue & Customs. 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).

---

**Send your completed  
form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

---

**Office use only**

Initials / Date

Validation  
completed**Comments**

INVOICE



Sandra Osborne MP

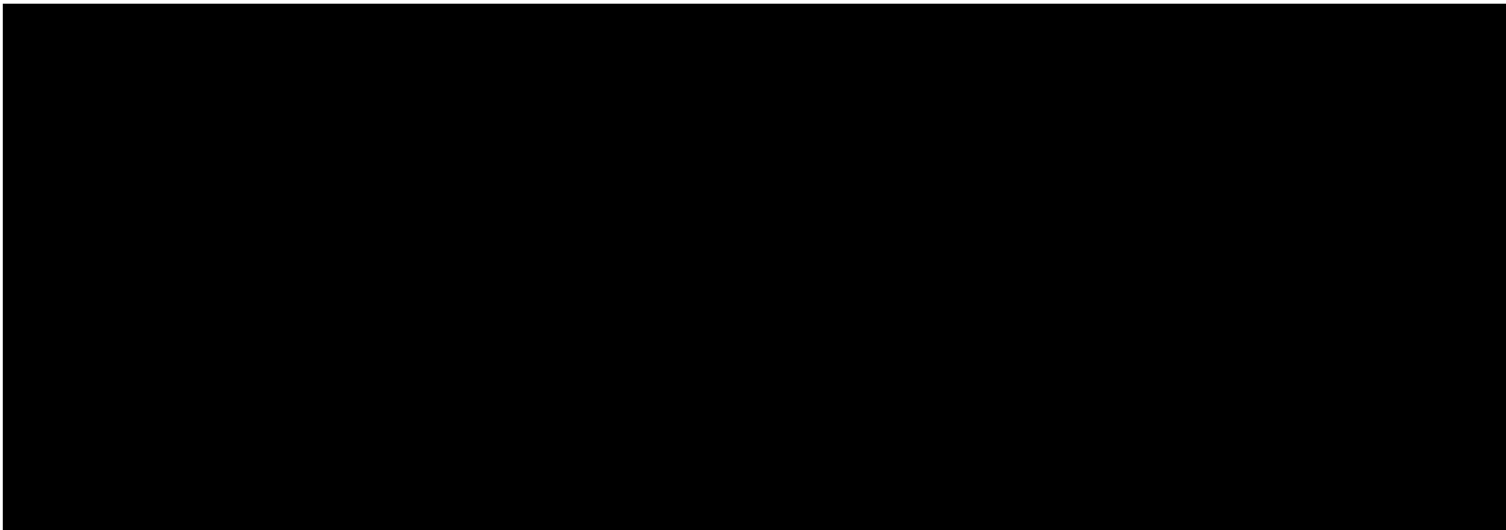
Invoice No	
Account No	
Date	14/08/2007
VAT Reg No	

Customer Ref   
Order Number

Description	Qty	Unit Duration	Amount
PRU Members/ Peers E Print Image of Parliamentary proceedings  Prime Ministers Question Time 6 December 2006  Statement by Home Secretary 2 July 2007	2	Each	10.00

Total excl. VAT 10.00  
Total VAT 1.75

Total Amount in GBP 11.75





Date of Cheque: 060608

Cheque Number: [REDACTED]

Cheque Payee: House of Commons: Members

Account Code	Amount £ p	Cost C	Piro	Who	Exp_Type	Description
[REDACTED]	173 90	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Refund of duplicate payment
Total	173 90					

COMPLETED BY:

Signature: [REDACTED]

Name: [REDACTED]

Date: 25-6-08

Please send this form together with the cheque and any background documentation (e.g. invoice or request for payment) to the Finance Office for processing.

See overleaf for Finance Office action.