

Capital Expenditure restrictions

As mentioned in Bulletin #109 on the 1st September, restrictions on capital spending come into force today, 30th September 2014, six months ahead of the dissolution of Parliament for the planned General Election on 7th May 2015.

Before committing to any new purchases under the expense types listed below, you should first complete a Capital Expenditure Request form to allow us to assess whether the cost will be claimable from your Office Costs Expenditure budget.

	<i>Prior approval required</i>	<i>No prior approval required</i>
<i>Computer hardware</i>	PCs, laptops, mobile computing devices (iPads, tablets etc)	USBs, consumables, cables, mouse, monitors
<i>Furniture</i>	Desks, chairs	Back supports, footrests
<i>Other equipment</i>	Printers, shredders, photocopiers, recording equipment	
<i>Telephones & mobiles</i>	Handsets	Chargers, cabling

[Click here to download the Capital Expenditure Request form.](#)

If you have any questions about IPSA's capital expenditure restrictions, please contact us.

Guidance on campaign expenditure

We have prepared guidance so you remain within the rules (and the law) in the run up to the General Election. The guidance describes how you may and may not use IPSA business costs and expenses (including travel, IPSA-funded office accommodation, equipment, supplies, and staffing support) and also provides information on where you can get further advice.

It is **your responsibility** to ensure that you comply with both the IPSA rules (set down in the *MPs' Scheme of Business Costs and Expenses*) and the law on political donations.

The over-arching principle is the same as that for previous elections: you may continue to use taxpayer-funded costs and expenses in the normal way for your parliamentary functions, remembering that you are never allowed to use any IPSA funds for electoral purposes. Any use of taxpayer funds for either party or candidate campaign purposes would be against the IPSA rules and may also be regarded as a donation by the Electoral Commission. IPSA is not a permissible donor for candidates, and so using any IPSA-funded business costs or expenses for your election campaign would be illegal.

[Click here to read IPSA's General Election Guidance for MPs.](#)

We will later provide more detailed guidance on other election issues, such as if your staff are taking unpaid leave to campaign, or how to make adjustments to claims or make repayments if IPSA-funded resources are used for campaigning.

IPSA Contact Details

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