

Mustering Payment Application Form

Mycoplasma bovis Programme

Biosecurity New Zealand

Ministry for Primary Industries

Manatū Ahu Matua

Please note: this form must be completed on the day of sample collection by the person or business that incurred the costs and verified by the Surveillance Team Lead or Veterinarian responsible for sampling.

SECTION A: REQUESTOR DETAILS AND DECLARATION

Farmer to complete this form

Case Number
(if known)

NAIT or ABID Number
(if known)

Farmer Name (Requestor)

Farm Trading Name

Farm Address

Preferred Phone Number

Email Address

Declaration

I,

confirm and agree that:

a) Mustering was undertaken primarily to collect samples for testing as part of the *M. bovis* Programme and was not a planned farm activity or combined with another farm activity (e.g. milking, drenching)

b) The muster delayed or disrupted usual on-farm activity

c) Total number of consecutive hours taken for mustering _____

d) Number of animals presented for sample collection (e.g. brought into yards, rather than samplers going to the animals) _____

e) To the best of my knowledge and belief, all the information I have provided in this document is correct and complete

f) I have completed the Requestor Checklist (refer page 2)

Signature:

Date

Eligibility Conditions

The eligibility conditions are:

- Farm is (or was) under Active Surveillance
- This is an application to apply for a one-off payment, up to the total value of \$500.00 excl. GST per round of sampling while under Active Surveillance
- Mustering was undertaken primarily to collect samples for *M. bovis*, and was not part of a planned farm activity or combined with another activity (e.g. milking, drenching)
- The muster delayed or disrupted usual on-farm activity
- Each round of mustering took four or more consecutive hours to complete
- Cattle were presented for sample collection (rather than samplers going to the animals).

Requestor Checklist

I have:

- Read and understood the Eligibility Conditions
- Completed Section B – Muster details
- Had this form verified by the Surveillance Team Lead or Veterinarian
- Completed the New Supplier Form (if not already a supplier)
- Signed and dated the Declaration section
- Checked that all fields have been completed in Section A

Next Steps

Submit the completed and verified application form, and the New Supplier form (if not already a supplier) to:

Email: Mbovis_verification&allocation@mpi.govt.nz

Post: Verification & Allocation Team
M. bovis Programme
Ministry for Primary Industries
PO Box 2526, Wellington 6140

Please contact (04) 831 2197 if you require more information.

If your application is approved, you will receive confirmation of this and a purchase order (PO) number. This Purchase Order number will need to be included on your invoice.

Note: please wait for confirmation that the application has been approved and you have received a Purchase Order number before invoicing for the Mustering Payment.

SECTION B: DETAIL OF MUSTER & VERIFICATION

Mustering Date	Testing Round (if known)	Total Time Taken

VERIFICATION BY PROGRAMME STAFF

This section of the form must be completed on the day of sample collection by the Surveillance Team Lead or Veterinarian present.

Person responsible for verifying this form – select which applies:

Surveillance Team Lead

Veterinarian

I, confirm:

There were _____ animals presented for sampling.

Sampling took _____ hours to complete.

Mustering was undertaken primarily to collect samples for *M. bovis* and was not part of another activity (e.g drenching or milking)

The animals were presented for sample collection (rather than samplers going to the animals).

Signature:

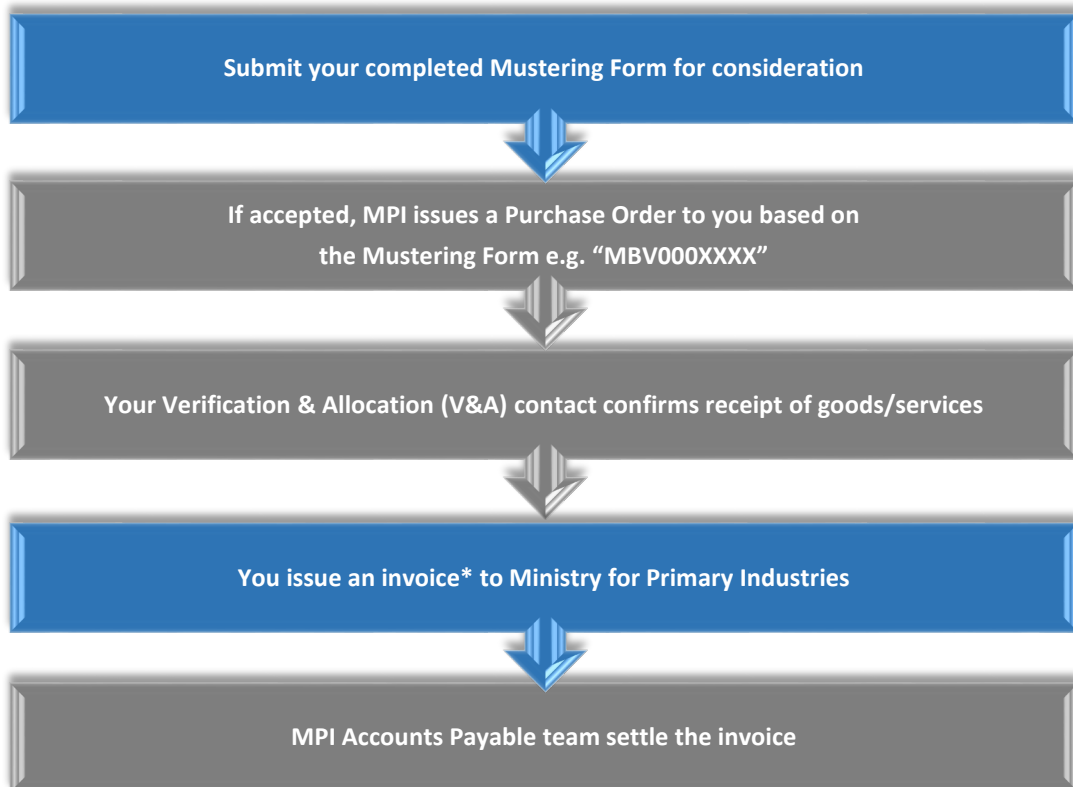
Date:

How to apply for Operational Costs—Mustering

The *Mycoplasma bovis* (*M. bovis*) Programme aims to process your requests for operational costs quickly. We do this through a Purchase-to-Pay (P2P) process.

The P2P process

Your steps in the process are shown in the blue boxes below. You'll need to work with your Verification & Allocation (V&A) contact, who can help you through each step.



* Please make sure:

- your invoice is addressed correctly to “Ministry for Primary Industries”
- your Agribase & Purchase Order numbers are quoted
- the detail is in line with our invoice requirements.

Note: if the Purchase Order number is missing from the invoice, it will be sent back to you to resubmit.

Any additional instructions will be detailed in your Purchase Order email.

Talk with your V&A contact, if you need further help.

Below is an example of an *M. bovis* Purchase Order.



Biosecurity New Zealand
 Ministry for Primary Industries
 Manatū Ahu Matua

**Mycoplasma bovis
 Programme**

PURCHASE ORDER

Priority: Normal

Your address

Deliver To Farmer John
 Over Yonder
 Rural Town 1234
 New Zealand
Supplier John Farm Ltd
 Over Yonder
 Rural Town 1234
 New Zealand

PO number to be quoted
 on your invoice

Order: MBV0007589
Issued: 01/01/2021
Vendor: 9543
Required: 01/02/2021
Requisitioner: Jane Jones
 Mbovis_Purchasing@mpi.govt.nz
Investigation: ZZ01234 00098765
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Agribase to be quoted
 on your invoice

Description of
 goods/services

Product Code	Description	Qty	Unit Price	Excl Amount
Mustering	20/12/2020 Mustering Round 1	1 ROUND	500.00	500.00

Total price agreed
 (ex GST)

Order Total (GST EXCL) 500.00

This purchase order is subject to MPI's Standard Purchase Terms as currently published online at <http://www.mpi.govt.nz/about-mpi/information-for-suppliers> subject to any variation agreed in writing between the parties and unless a separate written contract which applies to this purchase order is agreed between the parties.

Invoice To: Email pdf to accounts payable@mpi.govt.nz

Please show the Order Number and contract number on your Invoice

Pastoral House - Level 5, 25 The Terrace
 PO Box 2526
 Wellington 6140



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