A picture containing clipart

Description automatically generated

**GIFTS AND HOSPITALITY DISCLOSURE FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recipient Details: -** | | | | | |
| Employee Name |  | | | | |
| **Gifts/Hospitality Provider Details: -** | | | | | |
| Provider Name or Organisation | |  | | | |
| Contact Name | |  | | | |
| Address | |  | | | |
| Email Address & phone number | |  | | | |
| Relationship to Recipient | |  | | | |
| **Details of Gifts/Hospitality: -** | | | | | |
| Brief description of Gifts/Hospitality | | | | | |
| Reason | | | | | |
| Date received | | | Estimated value | | Location where provided |
| Action taken when Gifts/Hospitality received | | | | | |
| **Audit and Approval: -** | | | | | |
| Gift/Hospitality approved | | | YES | | NO |
| Name of Approver | | | | | |
| Position of Approver | | | | Date | |