

APPENDIX B**Gifts and Hospitality Declaration.**

GIFT/HOSPITALITY REGISTER		
Name and Extension number of the recipient:		Department:
Date of Offer		
Description of gift or hospitality and approximate value		
Donor of the gift or hospitality		
Accepted or Refused		
Reason for Acceptance or Refusal and the benefit to the Authority where accepted.		
TO BE COMPLETED IN FULL BY AUTHORISING OFFICER		
For Acceptance of Gift or Hospitality, Authorisation Signature.		
PRINT NAME:		
JOB TITLE:		
DATE OF AUTHORISATION		

Please complete the above form and get the relevant Authorising Officer to sign/date the document if the gift or hospitality is being accepted. Once signed (or if being refused – without the signature) please scan the form and email to the Legal Support Officer – Rebecca Rowley

Please also forward THIS original form to the Legal Support Officer also.