



GIFT AND HOSPITALITY REGISTERING FORM

Gift (or Hospitality): a gift, hospitality or benefit under this policy is something that has a monetary value or worth, or other advantage or privilege derived as a result of a business-related relationship connected with the University. Examples could include a dinner at a restaurant, tickets to attend a sporting or cultural event, gifts for a cultural holiday, a gift presented on reaching agreement with a supplier, etc. For the purpose of this policy, the University defines a reportable gift or benefit as \$200 or greater in value.

All reportable gifts must be registered by completing this form and forwarding to the [Risk and Compliance Unit](#).

ANY EMPLOYEE OR ASSOCIATE THAT ACCEPTS A GIFT VALUED AT \$200 OR GREATER MUST COMPLETE THIS FORM AND SEEK APPROPRIATE APPROVAL (AS OUTLINED IN THE GIFTS AND HOSPITALITY POLICY)

Description of gift:

Name of the individual or agency that provided the gift:

Note the details and nature of the relationship between the University and the person/company providing the gift, the circumstances surrounding the provision of the gift (where will it be held and/or how the gift will be utilised):

Value (or estimated value) of gift: \$

Recipient Name: Position:

Faculty/Portfolio/Division: Email:

By signing this form I confirm that (please tick each box as appropriate):

- the gift is not cash; or
- the acceptance of the gift does not place an obligation on the staff member or the University; or
- the gift is not related to a procurement process with a potential supplier; or
- the gift was not sought by the staff member or the University; or
- there is no known or perceived conflict of interest in accepting the gift.

Signature: Date:

APPROVAL

For a gift between **\$200 - \$499** approval from the staff member's or associate's supervisor is required.

Name: Position:

Signature: Date:

For a gift valued at **\$500 or greater** approval from a member of the Executive is also required.

Name: Position:

Signature: Date:

For further information on this form or process contact the [Risk and Compliance Unit](#).