Giving of Gift, Benefit or Hospitality

approval form

*Approval for the giving of a gift, benefit or hospitality must be gained prior to the offer to the organisation.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ☐ | Gift | ☐ | Benefit | ☐ | Hospitality | ☐ | Other *(specify)* |  |
|  | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Branch / Division |  |
| Organisation being offered the gift, benefit or hospitality |  |  |  |
| Date of giving | **/** **/** | | |
| Description of gift / benefit / hospitality |  | | |
| Value of gift / benefit / hospitality ($) |  | | |
| Signature of Employee |  | Date | **/** **/** |

|  |
| --- |
| *Reason for giving a gift* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved by Branch Head** |  | | |
| Signature |  | Date | **/** **/** |
| **Approved by Head of Agency / Delegate** |  | | |
| Signature |  | Date | **/** **/** |
| Comments |  | | |



Department of Premier and Cabinet