

APPENDIX B GIFTS AND HOSPITALITY FORM PART 1

(Part 1 to be completed by recipient – part 2 overleaf to be completed by approving officer)

GIFT/HOSPITALITY FORM (Part 1) DETAILS	
Offered to:	
Name of ultimate recipient if not as above (i.e. if gift or hospitality passed on to someone else):	
Date of event or gift offered:	
Description of offer:	
Why was the offer made:	
Estimated/actual value of offer:	
State whether offer was declined:	
Is there a current/potential contract with the donor? If yes provide details:	
Signature:	Signed: Date:

PLEASE TURN OVER FOR PART 2 TO BE COMPLETED BY THE APPROVING OFFICER

**LIST OF APPROVING OFFICERS:
(N.B. Only these officers may approve acceptance)**

CHIEF FIRE OFFICER
DEPUTY CHIEF FIRE OFFICER
DEPUTY CHIEF EXECUTIVE
AREA MANAGER
DIRECTOR
HEAD OF SERVICE (i.e. Head of ICT, Head of Assets, Head of Procurement, Head of Finance)