

## APPENDIX C GIFTS AND HOSPITALITY FORM PART 2

<b>GIFT/HOSPITALITY FORM (Part 2) OUTCOME</b>	
Decision: (Approved/Not Approved)	
Reasons why approval has/has not been granted:	
Is gift being returned? If so, a letter should be issued (example at Annex B)	
Has the gift been used or disposed of? If so give details:	
Has the gift been donated to a nominated charity?	
Has the Gifts and Hospitality register been updated?	
Signature of Approving Officer:	Signed:  Date:

**NB: FORM NOT VALID UNLESS BOTH PARTS 1 AND 2 HAVE BEEN COMPLETED**

APPROVING OFFICER TO SEND BOTH PARTS TO THE CLERK TO THE AUTHORITY  
(KEEPING A COPY IF NECESSARY)