**DECLARATION OF GIFTS, HOSPITALITY AND SPONSORSHIP FORM**

|  |  |  |
| --- | --- | --- |
| **NAME:** |  | |
| **DEPARTMENT:** |  | |
| **JOB TITLE:** |  | |
| **NAME OF DONOR:** |  | |
| **DESCRIPTION OF GIFT, HOSPITALITY OR SPONSORSHIP RECEIVED:** |  | |
| **DATE RECEIVED:** |  | |
| **VALUE OF GIFT, HOSPITALITY OR SPONSORSHIP RECEIVED:** | **£25 - £75** |  |
| **Over £75** |  |
| **REASON FOR GIFT, HOSPITALITY OR**  **SPONSORSHIP:** |  | |
| **DETAILS OF ANY CONTRACT THE DONOR IS INTERESTED IN SECURING:** |  | |
| **WHETHER GIFT, HOSPITALITY OR SPONSORSHIP ACCEPTED:** |  | |
| **DETAILS OF ANY MANAGEMENT APPROVAL SOUGHT BEFORE ACCEPTANCE:** |  | |
| **OTHER: (please specify)** |  | |

Signed…………………………………………………. Date ……………………………..…

Line Manager name...........................................Signature.............................................

Once completed, please return this form to the Group Company Secretary