appendix f. provisions of gifts approval FORM

**Application for the Provision of Gifts Form**

This declaration supports the Department of Education’s Gifts, Benefits and Hospitality Policy.

|  |
| --- |
| Officer to complete |
| Officer details |
| Surname | [Surname] | First name | [First name] |
| Position title | [Position title] | Directorate/school Learning Area | [Division/unit] |
| Description of the provision of the gift |
| Date gift, benefit or hospitality will be offered | [Date to be provided] |
| Description of offer | [Description] |
| Actual value (attach any information that confirms value) | [Value] |
| Description of person/organisation to receive the gift |
| Name of person/organisation that the offer will be made | [Name of person/organisation] |
| Position of person to receive the offer (if known and applicable) | [Position of person who offered] |
| Nature of the Department’s/school’s relationship with person/organisation (e.g. oversees guest, employee, volunteer etc.) |  |
| **Officer assessment** |
| Reason for offer being made/has been made? | [Reason for offer] |
| Officer declaration |
| I declare the information I am providing in this declaration is true and accurate to the best of my knowledge.  |
| Signature |  | Date | [Enter date] |

|  |
| --- |
| Approval Authority to complete\* |
| Approving officer details |
| When approving a gift the approver must consider if the costs and reasons are justifiable and can stand up to public scrutiny.  |
| Surname | [Approving officer surname] | First name | [Approving officer first name] |
| Position title | [Approving officer position] | Directorate/school Learning Area | [Approving officer division/unit] |
| Signature |  | Date | [Enter date] |

**\*Refer Approval schedule for Provision of Gifts in Appendix E**