APPENDIX F application for the provision of gifts form

Attach a copy of the completed form to the invoice/corporate credit card statement for payment

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| **Application for the Provision of Gifts** |
| Name of Officer applying/giving |  | Date: |
| Directorate/Cost Centre/School |  |
| Status of the gift recipient/s(e.g. overseas guest, employee, volunteer etc.) |  |
| Name of the recipient/s (if applicable)(attach list of names if necessary) |  |
| Reasons for giving |  |
| Description of the Gift |  |
| Price/value of the Gift (including GST) | Cost per item $: Total Cost $: |
| If the gift is for an employee and the value is or greater than $300, a copy of this form must be submitted to Taxation Team Leader (BCS) for Fringe Benefits Tax assessment.  |
| **The above application is approved by** |
|  Name and Position Signature DateWhen approving a gift, the approver must consider if the costs and the reasons are justifiable and can stand up to public scrutiny. |
| **Authorised Approvers and Approval Limits (including GST)** |
| **Gift Value (per item)** | **Central and Regional Education Offices** | **Schools** |
| To Non-Employees: |  |  |
| Up to $200 | Director or above | Principal or above |
| Up to $500 | Executive Director/Director of Education or above  | Independent Public School Principal/ Director of Education or above |
| Over $500 | Deputy Director General or above  | Director of Education or above |
| To Employees: |  |  |
| Up to $100 | Director or above | - |
| Up to $500 | Deputy Director General or above  | Principal or above |
| Up $1 000 | Director General  | Director of Education or above |
| Over $1 000 |  - | Deputy Director General or above |

**Contact details for FBT assessment:**

Taxation Team Leader (BCS)

Email: doetax@education.wa.edu.au