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 Date  When 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