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**