# Appendix 2: Gifts, Donations and Hospitality Disclosure Form

Staff who are offered gifts and/or hospitality with a value above £30 must declare these in line with the Financial Regulations. The relevant section of the Financial Regulations can be found in Appendix 1 of the [Declaration of Interests Policy.](http://hr.uwl.ac.uk/team/Shared%20Documents/Day%20to%20Day%20guidelines/HR%20Policies/Declaration%20of%20Interest%20Policy%20-%20Sept%202019.pdf)

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| --- |
| **Part 1 – Disclosure Details** |
| **Date of offer** |  |
| **Date of receipt** *(if applicable)* |  |
| **Description of offer***(gift, hospitality and/or benefit)* |  |
| **Estimated value of offer (£)***(gift, hospitality and/or benefit)* |  |
| **Details of the person/company offering gift, hospitality and/or****benefit** |  |
| **Reason for the offer***(gift, hospitality and/or benefit)* |  |
| **Reason for accepting/declining?** |  |
| **Additional information to note** |  |

# Signature/Date

 I confirm the information I have provided in relation to this disclosure is accurate. I understand and accept that if I knowingly withhold information, or provide false or misleading information, this may result in disciplinary action which may result in dismissal.

**Part 2 – Head of School/Director Authorisation**

* I Authorise acceptance of the gift (for gifts of £30-£50)
* I refer to University Secretary and Chief Compliance Officer (for gifts above £50)

# Signature/Date

**Part 3 – University Secretary and Chief Compliance Officer Authorisation**

* Acceptance of gift approved/not approved
* Advice given on treatment of gift (details below)

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| --- |
| **Advice given on acceptance/disposal of gift** |
|  | Date |