

APPENDIX 1 GIFT / HOSPITALITY FORM

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Authorisation

☐

Offer Accepted

☐

Offer Declined

Name of Recipient: _____

Name of Ultimate Recipient _____

if not as above (i.e. if gift or hospitality passed on to someone else)

Description of the Gift / Hospitality:

Estimated or Known Value:

Date & Place of offer:

Who made the offer:

Why the offer was made:

Is there a current / potential contract with the donor? If yes, provide details:

Date

Signature

This document has to be sent to: integrity@wbsc.org

In case the offer was declined / the gift or hospitality was refused:

Reasons why approval has not been granted:	
Has the gift being returned?	
Has the gift been used or disposed of? If so, give details:	
Has the gift been donated to a nominated charity?	

Date

Signature of
Approving Officer

This document has to be sent to: integrity@wbsc.org