

## Form – Employee – Declaration of Gift

Use this form to declare any gift – monetary or otherwise – you have received during your engagement with Headway Gippsland.

### Nature of Gift

- Monetary  
 Item

Amount: \_\_\_\_\_

Description: \_\_\_\_\_

Provide details of interaction:

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### Reported to Supervisor:

<b>Name</b>	
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### Declaration By Employee

I declare the above details are accurate and correct to my knowledge and make this declaration in good faith.

<b>Name</b>	
<b>Phone</b>	
<b>Signature</b>	

### Manager's Endorsement

- Approved                       Not approved (complete notes section)

<b>Manager</b>	
<b>Notes</b>	
<b>Dated</b>	

This form is to be retained in the employee's personnel file and entered into the gift registry.