

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:

Name	
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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.

Name	
Phone	
Signature	

Manager's Endorsement

- Approved Not approved (complete notes section)

Manager	
Notes (relevant nominee contacted)	
Dated	

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