CONFIDENTIAL

**GIFT REGISTER**

Refer: Conflict of Interest Policy & Procedure and Staff Code of Conduct.

For recording the receipt of gifts, benefits and hospitality.

| **DATE** | **RECIPIENT**  **(i.e. Staff, Council, Committee, Board Member)** | **DESCRIPTION OF GIFT, BENEFIT OR HOSPITALITY** | **DONOR** | **PURPOSE & USE OF GIFT, BENEFIT OR HOSPITALITY** | **FURTHER INFORMATION including estimated value, how the gift was handled; approval by supervisor; whether the recipients’ family members received any use of the gift and any other relevant information** |
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**Please forward completed form to the Legal Office, Federation University Australia.**