

**UNIVERSITY OF ULSTER
RECEIPT OR REFUSAL OF CORPORATE GIFT/HOSPITALITY**

This form must be completed in relation to all relevant gifts or hospitality, which are accepted or refused on behalf of the University. Forms must be authorised at Director/Dean level and forwarded to the Director of Corporate Planning and Services for inclusion in the corporate register. Please read the University guidelines on Gifts & Hospitality prior to completing this form.

1. PROPOSED RECIPIENT DETAILS:

Name _____ Grade _____
Department/Faculty _____ Campus _____
Job title _____ Contact No _____

2. INFORMATION ON GIFT(S) OR HOSPITALITY: (to be completed by recipient only)

(I) Source of Gift(s)/Hospitality _____

(II) Description and estimated value of Gift(s)/Hospitality _____

(III) Date of offer _____

(IV) Offer accepted / refused _____

(V) Please indicated reasons for acceptance / refusal of offer _____

3. DIRECTOR/DEAN AUTHORISATION: (to be completed by Director/Dean)

Please delete as appropriate:

I approve the acceptance of gift(s)/hospitality described above

I note the refusal of gift(s)/hospitality described above

Signed _____ Grade _____

Print Name _____ Date _____