

**ULSTER UNIVERSITY**

**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 University Secretary 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** \_\_\_\_\_

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**(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** \_\_\_\_\_