



KIBABII UNIVERSITY

Gifts Received/Given Form

Part A- Declaration for Gift Received (to be completed by member)

To: *(Approving Authority)*.....

Description of offer.....

Name and Title of giver.....

Company/Institution.....

Relationship (Business/Personal).....

Occasion on which the gift was/ is to be received.....

Assessed value of gift.....

Suggested method of disposal (Please tick one)

Retained by receiving staff

Retained for display/ souvenir in the office

Shared among the officers

Reserve as luck draw prize at staff function

Donate to charitable organization

Return to provider

Others (specify)

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Name of receiving staff receiving the Gift.....

Title.....

Department.....

Date.....

Part B- Acknowledge (to be completed by Approving Authority)

To (Receiving Staff).....

The recommended method of disposal is approved/ not approved.

The gift(s) concerned should be disposed of by way of:

.....
.....

Date

**Name of approving authority
Title/Department**

Part C- Declaration for Gift to be given (to be completed by Staff Member)

To: (*Approving authority*).....

Description of offer.....

Name and Title of Recipient.....

Company.....

Relationship (Business/Personal).....

Occasion on which the gift was/ is to be given.....

Assessed value of gift.....

Method of issuing out the Gift (Specify)

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Name of Gift Issuing staff.....

Title/Department.....

Date.....

Name of approving authority.....

Title/Department.....

Date.....



Kibabii University ISO 9001:2015 Certified
Knowledge for Development