

GIFTS & HOSPITALITY REGISTER

Ref.	Date of Event	Name of Employee involved	School	Type of gift/hospitality received	Estimated Value	Name of Provider	Reason for the gift/hospitality
1.							
2.							
3.							
4.							
5.							

Designated Officer Review/Comments

Signed: _____ **Date:** _____

Designated Persons Review/Comments (if appropriate)

Signed: _____ **Date:** _____

For enquiries please call or email:

HR Frontline: 0121 569 3300

Email: hr_frontline@sandwell.gov.uk

OR contact the School Business Manager: Dawn Broadbent.