

SENSITIVE EXPENDITURE FORM

# Gift Approval Form

Name of person receiving gift:

Staff

Non-staff

Description of gift:

Department incurring expense:

Account code:

Amount being requested:

Reason for gift (staff member):

Farewells and retirements for staff with more than five years of service to the University

The bereavement of a close family member of a staff member

On the occasion of a staff member's serious illness or accident

Reason for gift (non-staff):

Recognition and thanks for unpaid work for the benefit of the

University. Customary gift, other than Koha or Pacific Gifts.

Other information for approvers:

APPROVALS

HOD/Manager

Date:

Dean

Date:

PVC/Director

Date:

CFO (where gift is over \$100 or not for a purpose described above)

Date:

---

## Guidance notes

Refer to the Giving Gifts section in the Sensitive Expenditure Procedure and Guidelines for further clarification and guidance.

- [Sensitive Expenditure Procedure and Guidelines](#)
- [Sensitive Expenditure Policy](#)

Only one gift from the University should be purchased and this should be arranged by the line manager of the individual receiving the gift.

Where the gift is considered to be Koha or Pacific Gifting then refer to those policies.

- [Koha Payments Policy and Procedure](#)
- [Pacific Gifting Policy, Procedure and Guidelines](#)