



<b>PERSONAL INFORMATION</b>	
Date:	Your position:
Your name:	Your Faculty/Department:
Your contact details (mobile and email):	Your Executive Dean or Executive Group Member's name and contact details (email):
<b>DETAILS OF GIFT, BENEFIT OR ENTERTAINMENT</b>	
Describe the Gift, Benefit or Entertainment you have been offered or have received: <i>(Please explain the mutual benefits associated with the offer and/or receipt of the Gifts, Benefits or Entertainment)</i>	
Provide the value of the Gift, Benefit or Entertainment in AU\$ (if the value is unknown, a reasonable estimate should be assigned): <i>(Please note if this is aggregated Gifts, Benefits or Entertainment over a calendar year with a value equal to or over \$250)</i>	
Date you were offered or received the Gift, Benefit or Entertainment:	
Was the offer / presentation accepted? <input type="checkbox"/> YES / <input type="checkbox"/> NO	
Name the person and entity or organisation who made the offer / presentation of the Gift, Benefit or Entertainment:	
Have you been offered or received any Gift, Benefit or Entertainment from that person/entity previously? <input type="checkbox"/> YES / <input type="checkbox"/> NO If yes, please provide details:	
Was the Gift, Benefit or Entertainment offered / presented to (a) University (b) Recipient/s (c) Other – please, specify:	
Please provide Other relevant information?	
<b>EMPLOYEE SIGNATURE</b>	<b>SUPERVISOR SIGNATURE</b>
_____	_____
Print name:	Print name:
Date:	Date:

Please forward this form to the Office of the relevant Executive Dean or Executive Group Member.

Note to the Executive Deans and Executive Group Members: upon reviewing this form, please forward to the Chief Procurement Officer via [chiefprocurementofficer@mq.edu.au](mailto:chiefprocurementofficer@mq.edu.au).

This information will be recorded on the University's Gift, Benefit and Entertainment Register maintained by the Office of the Chief Procurement Officer.

Entered in Gift, Benefit and Entertainment Register by:
Date: