DIRECTORATE:

Declaration number	Date received	Receiver				Gift description		Donor details		Noted or
		Initials and surname	Identity number	PERSAL number	Relationship with donor	Nature and description of gift	Estimated value	Person or Company name and address	Contact details (Name and telephone number)	Condoned / Not condoned & Reasons

Checked by SCM Champion: Print name:	Signature:	Authorised by: Print name:	Signature:
	Date:		Date: