

Appendix F

REGISTER OF HOSPITALITY, GIFTS OR OTHER FAVOURS

1 Date	2 Name(s) of Officer concerned and directorates	3 Nature of hospitality, gift or favour	4 Name of person or organisation providing hospitality, gift or favour	5 Purpose/nature of function attended or reason why gift or favour accepted. If gift accepted, what was done with it? If appropriate, date sent to Mayor's charity	6 Signature of Officer	7 Signature Head of Service and Date

Once completed please forward this form to School Business Manager to be held for inspection.