

**REGISTRATION OF GIFTS AND HOSPITALITY**

**NOTES**

- This form is to be used for the purposes of registering the receipt of gifts or hospitality
- The Manual of Financial Rules (MFR) requires that a personal gifts or hospitality with a financial value of more than £100 be registered with the Finance Office. You may also register gifts or hospitality of lesser value if you wish to do so in the interest of transparency. See guidance at:  
<https://intranet.birmingham.ac.uk/finance/documents/public/Gifts-for-Financial-Rules.pdf>
- A separate form is required for each personal gift approved (where necessary) and registered. Details of the gift, the recipient and the organisation or individual presenting the gift will be registered and held on record in the Finance Office together with any other relevant details related to the gift.
- Completed forms should be sent to [Rhianne Mpofu](#) in the Finance Office

**DETAILS**

<b>1. Name:</b>	<b>2. Staff ID:</b>
<b>3. Contact details (tel/emai):</b>	
<b>4. School/Department:</b>	
<b>5. Description of the gift/hospitality provided/offered</b>	
<b>6. Estimated Value</b> £	<b>7. Name and type of individual/organisation providing/offering gift or hospitality:</b>
<b>8. What is your relationship with the individual/organisation providing/offering the gift (e.g. buyer/supplier; research collaboration; teaching partner etc)?</b>	

**9. What benefit will the provider of the gift/hospitality gain? /why was the gift/hospitality provided?**

**10. What benefit will the University gain from acceptance of the gift/hospitality?**

**Member of Staff (signed): ..... Date: .....**