



Disclosure of a Reportable Gift Form

Please refer to the University's [Conflict of Interest Policy](#).

Completed forms should be emailed to the Human Resources Division (hr-reception@uow.edu.au)

Details of Employee Reporting the Gift

Last Name	<input type="text"/>	First Name	<input type="text"/>
Employee Number	<input type="text"/>	Position	<input type="text"/>
Faculty/Division	<input type="text"/>	School/Unit	<input type="text"/>

Details of Gift

Description of the gift

Estimated value of the gift \$

Giving the Gift (to or by UOW)

Name of the person or body **giving** the gift

Nature of relationship of gift-giver to gift recipient (Including personal or professional)

Reason for gift/background to gift offer

Receiving the Gift

Name of the person or body **receiving** the gift

Current custodian/location of the gift*

Was the gift accepted? Yes/No

Conflict of Interest

I confirm that in the giving or receiving of this gift I have no conflict of interest or potential conflict of interest (refer to the [Conflict of Interest Policy](#))

If you suspect that there is a potential conflict of interest please provide details of the potential conflict below

Signature Date

Expenditure Approval (if applicable – for UOW giving the gift)*

Name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

Executive Dean / Director Approval (or as appropriate*)

Name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

*Please refer to the [Delegations of Authority Policy](#)