



**From: Personnel Circular 4 of 2017**  
**Receiving Hospitality, Entertainment or Gifts**

## Hospitality Register

This register records all hospitality, entertainment and gifts offered, received by **Needs Assessment Unit** between **1<sup>st</sup> February** and **29<sup>th</sup> February 2024** with notional or residual value of over \$100.

Verified by:  
Director [Name] **Tamara Hurlston**

[Signature] Hudson

October 9, 2024  
[Date]

Reviewed by:  
Chief Officer [Name] \_\_\_\_\_ [Signature] \_\_\_\_\_ [Date] \_\_\_\_\_

This document must be retained for at least 5 years from the date of the last entry