



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 **1st January** and **31st January 2024** with notional or residual value of over \$100.

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

[Signature] 

[Date] October 9, 2024

Reviewed by:
Chief Officer [Name] _____ [Signature] _____ [Date] _____

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