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 September** and **30th September 2024** with notional or residual value of over $100.

Name of Ministry/Portfolio/Department:				
Date	Name of person and organisation offering hospitality	Name of person and organisation receiving hospitality	Description of hospitality, entertainment or gift	VALUE(CI$) (State whether actual or estimated)
			None	

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