DIVISION OF PEOPLE AND CULTURE

# Receipt of Gift Declaration

The Charles Sturt [Conflict of Interest Procedure](https://policy.csu.edu.au/document/view-current.php?id=146) requires that all gifts with a value in excess of $100 are declared no later than 30 days after the receipt of the gift. Declared gifts may be retained by the recipient if they elect to pay to the University the difference between the threshold value and the value of the gift. [Learn more](https://www.csu.edu.au/division/people-culture/current-staff/my-employment/conflicts-of-interest)

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| RECIPIENT DETAILS | | | |
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| Employee ID Number |  |  |  |
|  |  |  |  |
| Name |  |  |  |
|  | | | |
| Position  (i.e. capacity in which the gift was provided, e.g. your primary appointment, committee member, University representative, etc) |  |  |  |
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| Charles Sturt Email |  |  |  |
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| GIFT DETAILS | | | | | | | | |
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| Giver’s Name |  |  | | | | | |  |
|  | | | | | | | | |
| Position |  |  | | | | | |  |
|  | | | | | | | | |
| Organisation |  |  | | | | | |  |
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| Nature of Relationship with Recipient  (e.g. immediate family, relative, friend, colleague, business associate, etc) |  |  | | | | | |  |
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| Nature of Relationship with University  (e.g. partner, prospective supplier, student, etc) |  |  | | | | | |  |
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| Have there been any financial or contractual dealings between the giver, or their organisation, in the last 5 years? |  |  | | | | | |  |
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| Are there any current or proposed dealings between the giver, or their organisation, and the University? |  |  | | | | | |  |
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| To your knowledge, has the gift been made with the intention (express or implied) to influence decision-making or those of the University towards the giver or their organisation? |  |  | | | | | |  |
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| To your knowledge, has the gift been made in the context of the cultural traditions of the country in which the gifting organisation operates? |  |  | | | | | |  |
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| Description of Gift |  |  | | | | | |  |
|  | | | | | | | | |
| Retail value of the Gift in Australia (or state ‘unknown’) |  |  | | | | | |  |
|  | | | | | | | | |
| Proposed Treatment of Gift | |  | Retain by recipient and recipient to pay difference between threshold value and value of gift |  | Transfer to University for  allocation or disposal |  |  | |
|  |  |  | | | | | |  |
| If the gift is to be transferred, how would you like the gift to be treated by the University? |  |  | | | | | |  |
|  |  |  | | | | | |  |
| Forward form to [unisec@csu.edu.au](mailto:unisec@csu.edu.au?subject=Declaration%20of%20Receipt%20of%20Gift) | | | | | | | | |

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| FOR COMPLETION BY UNIVERSITY SECRETARY | | | | | | | | | | | | | | | | | | | | | |
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| University Secretary Name | |  | | |  | | | | | | | | | | | | | | |  | |
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| Value of Gift (as stated by employee or determined value) | |  | | |  | | | | | | | | | | | | | | |  | |
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| Comment (optional) | |  | | |  | | | | | | | | | | | | | | |  | |
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| Retention approved? |  | | | Yes | | |  |  |  |  | | No | | |  |  | |  |  | |  |
|  |  | | | Forward to [revenue@csu.edu.au](mailto:revenue@csu.edu.au?subject=Raise%20Invoice%20for%20Retained%20Gift)  to raise invoice for recipient to pay difference between threshold value and value of gift | | | | | | | Arrange to collect gift and  forward to [dpc@csu.edu.au](mailto:dpc@csu.edu.au?subject=Declaration%20of%20Receipt%20of%20Gift) for filing | | | | | | | | | |  |
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| University Secretary Signature | |  | | |  | | | | | | | |  | Date | | |  | | |  | |
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| FOR COMPLETION BY THE DIVISION OF FINANCE (IF APPLICABLE) | | | | | | | | | | | | | | | | | | | | | |
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| Invoice Number | | |  | | |  | | | | | | | | | | | | | | |  |
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| Forward to [dpc@csu.edu.au](mailto:dpc@csu.edu.au?subject=Declaration%20of%20Receipt%20of%20Gift) for filing | | | | | | | | | | | | | | | | | | | | | |