



KISII UNIVERSITY

“SCHEDULE C” OF THE CODE OF CONDUCT AND ETHICS

REPORT OF GIFT(S) RECEIVED

(Please refer to the Kisii University Code of Conduct and Ethics, Section 16, on what constitutes a gift)

PART A – DECLARATION (To be completed by receiving officer)

To: (Approving Authority) _____

I would like to report the following gift(s) was/(is to be) offered to me during the discharge of my official duties:

Description and (assessed) value of gift(s): _____

Description of Offeror:

Name and Title: _____

Company: _____

Relationship (Business/Personal): _____

Occasion on which the gift was/is to be received: _____

Suggested Method of Disposal *(Tick as appropriate)*

- 1) To be retained by receiving officer
- 2) To be retained for display/ as a souvenir in the office
- 3) To be shared among the officers
- 4) To be reserved as luck draw prize at staff function
- 5) To be donated to charitable organization
- 6) To be returned to offeror
- 7) Others (Please specify):.....

Name of Receiving Officer

Department/Work Station

Signature

Date

PART B – ACKNOWLEDGEMENT (To be completed by Approving Authority)

The recommended method of disposal is *(Tick as appropriate)*:

(1) **Approved**

(2) **Not Approved:** The Gift(s) concerned should be disposed as suggested in No.: _____

Name of Approving Authority

Signature

Date

Note to Approving Authority: Please file this form in the office and issue a copy to the Receiving Officer as communication of Part B recommendation.