



FIN-FORM-03 Register of Allowable Gifts/Hospitality Given or Taken

This form is for registering allowable gifts / hospitality given or taken in addition to any legal or accounting requirements, and where recording is required by Policy FIN-105.

This form is to be completed by all Board of Directors either

- Giving or offering Gifts and/or Hospitality, or
- Receiving or being promised or offered Gifts and/or Hospitality.

The completed form is returned to the INCOSE Secretary and actioned accordingly to Policy FIN-105.

Date	
INCOSE Representative Name	
INCOSE Representative Position	
Governing Body	
Gift and/or Hospitality Given (or Offered)	Yes / No
Gift and/or Hospitality Received (or Promised/Offered)	Yes / No
Description of Gift and/or Hospitality	
Value (in \$USD)	
Declined / Accepted	
Reason for declining	
Signed by Governing Body Director	
Date	
Signed by INCOSE President-Elect	
Date	