



## **FIN-FORM-04 Register of Gifts/Hospitality Deviations Given or Taken**

This form is for registering gifts / hospitality deviations 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 INCOSE Representative and their respective governing body for all deviations to Policy FIN-105. 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	
Description of Deviation	
Resolution by Governing Body	
Signed by Governing Body Director	
Date	
Signed by INCOSE President-Elect	
Date	