

MINISTERIAL OFFICES
Declaration of Gifts Received

MINISTER/STAFF

Register Number: _____

Ministerial Office: _____

Name: _____

Date Received: _____

Description of Gift: _____

From whom the Gift was received: _____

Please provide details of any specific wishes and/or expectations expressed by the donor in relation to this gift? _____

CERTIFICATION OF MINISTER/STAFF
I certify that the above property records the receipt of the Gift in accordance with the Ministerial Handbook.
Signature: _____ Date: _____

MINISTERIAL SERVICES:

Retail Value of Gift in Country of Origin In Australian Dollars \$ _____

Signature: _____ Date: _____

Please print on purple paper

QUEENSLAND MUSEUM		
Is the Gift of historic or public use or value?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to retain the gift?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Director: _____	Date: _____	

TO BE COMPLETED BY MINISTERIAL SERVICES
Date Gift Received: _____
Date Sent for Valuation: _____
Name of Valuer: _____
Date Returned from Valuer: _____
Gift Location: _____

COMMENTS:

ACKNOWLEDGMENT OF RETURN OF MINISTERIAL GIFT
I, _____, acknowledge receipt of the following gift returned to me .
Office of the _____
Signature: _____ Date: _____