**Gift Register**

*Sample Form*

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| DATE | **GIFT** | **GIVEN TO** | **GIVEN BY** | **VALUE OF GIFT** | **REASON** | **AUTHORISED BY** |
| *Example:*  *30/06/20* | *Coffee Mugs* | *Jane Smith- Secretary* | *Diamond Dealer 100* | *£50* | *Promotional Material* | *Jenny Brown; Manager* |
|  | *Gold cufflinks* | *John Brown, CEO* | *Supplier X* | *£150* | *Business Anniversary – 10 years of doing business together* | *Gordon White; Board Chair* |
|  | *Flowers* | *Jane Smith, COO* | *Supplier X* | *£30* | *Birth of new baby* | *Jenny Brown; Manager* |
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