

Entertainment and Gift to Public Officials Request Form (Form1)

Please prepare one form sheet per one Public Official

File N°		Requesting department	
Request date		Applicant	
Decision date			

(Delete if discussion with (i) DENV Legal and (ii) Director approval are not necessary, meaning less than 180 Euros to the same person in the same business year)

Department Manager or higher	DENV Legal	DENV Director ¹	Legal Liaison
Name Date	➔	Name Date	➔
		Name Date	Approval date

Name of Public Official	Position
Affiliated organization	
Location of Entertainment or Gift-giving (country, region)	
Total value of Entertainment/Gifts provided to the same Public Official in the same business year	(A)
Estimated expense for Entertainment/Gift in this request	(B)
Amount of (A)+(B) (If over 180 Euros, discussion with DENV Legal and DENV Director approval are required)	
Scheduled Entertainment/Gift-giving date	
Purpose of Entertainment/Gift-giving	

- Checklist (1) I have checked that this is not an expense for a Corrupt Purpose.
- (2) I have checked that the act conforms to local laws and business customs.
- (3) I have checked that the date is not during a bidding/quotation period or within 3 months before/after a bid.
- (4) I have checked that the Entertainment/Gift recipients do not include family members or relatives of the Public Official.

Applicant's Signature _____

Entertainment and Gift to Public Officials Follow-up Confirmation Form

Date of Entertainment/Gift-giving	
Actual expense for Entertainment/Gift-giving	(C)
Amount of (A)+(C) (If over 180 Euros, discussion with DENV Legal and DENV Director approval are required if not previously discussed with DENV Legal and approved by DENV Director)	

DENV Legal	DENV Director	Follow-up approval date	Legal Liaison
	➔		

¹ Different than Applicant

Attached documents: Copy of expense report slip for settlement of actual expense
 Original storage: Requesting department Minimum storage period: 7 years