

MOI UNIVERSITY

Dept./Sch./Division/Campus.....

Form A

(r. 5(4))

Serial No.....

GIFT DECLARATION FORM

(To be submitted in duplicate. Attach relevant information or documentation relating to the gift)

PART I

Recipient's Name:.....

Recipient's designation:.....

National ID/Passport No.....

Recipient's Employer:

Name of the donor institution:.....

Name and title of the presenter:.....

Description of the gift:.....

Estimated value of the gift:.....

Current location of the gift:.....

Date of receipt/issuance of the gift:.....

Date of declaration of the gift:.....

Date the gift was surrendered where applicable:.....

Function at which the gift was received/ issued:.....

Signature of declarant:.....

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PART II – Recommendation of the Processing officer

Retain/Surrender (strike as appropriate)

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Remarks of the Authorizing Officer

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Name and Designation of the Authorized officer

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Signature and Date