



# East Georgia State College

THE UNIVERSITY SYSTEM OF GEORGIA

## SELF DISCLOSURE – RECEIPT OF GIFTS OR GRATUITIES

I, \_\_\_\_\_, employed under the title of \_\_\_\_\_ at East Georgia State College, do hereby affirm that I will be responsible for self-reporting the receipt of any gifts or gratuities that I may receive through any vendor-relationships associated with my college employment. It shall be my sole responsibility to notify the Vice President for Business Affairs no later than November 30 each year, of the description and value of gifts and/or gratuities received for taxable reporting.

This \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Adopted by President's Cabinet 3-26-19