

Resident/Employee Transaction Form

I _____ (Staff) have been offered a gift by or offer to purchase an item from resident _____ on _____.
(Resident name) (Date)

I feel that I should accept the gift for the following reason:

I request permission to accept the gift of _____ and take it to my home. The gift is valued at approximately _____ (cost).

I wish to purchase _____ for the following amount \$ _____.

(Signature of Resident) (Signature of Employee) (Date)

Approved for Employee to Accept Gift or Purchase Item

Disapproved for Employee to Accept Gift or Purchase Item

Comments:

(Signature of Department Supervisor) (Date)

Approved

Disapproved _____ (Signature of Superintendent) (Date)

CC: Social Service File