

Module—Gifts and entertainment

This module allows you to declare gifts and entertainment. This guide covers the functions available to all users for declaring gifts and entertainment.

STEP 1

To declare a gift or entertainment, click on the **New Request** shortcut button in the top right-hand corner of the dashboard. (You can also navigate to the **Gifts and Entertainment** module, under **Gifts and Entertainment** → **My Gifts and Entertainment** from the menu.)

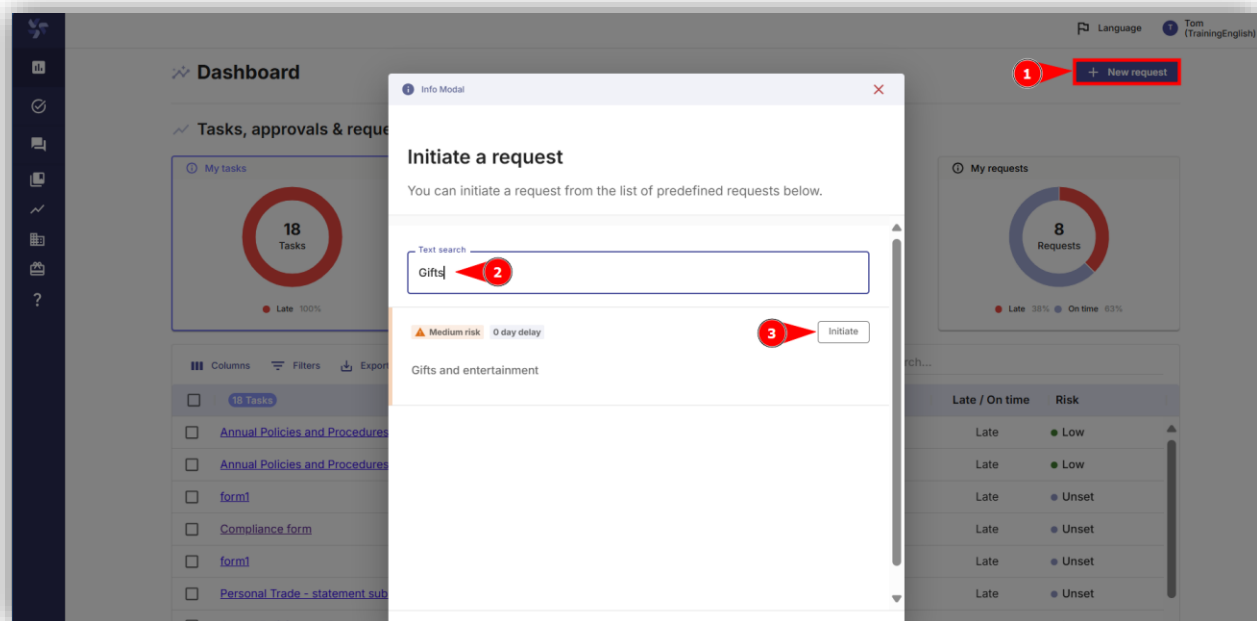
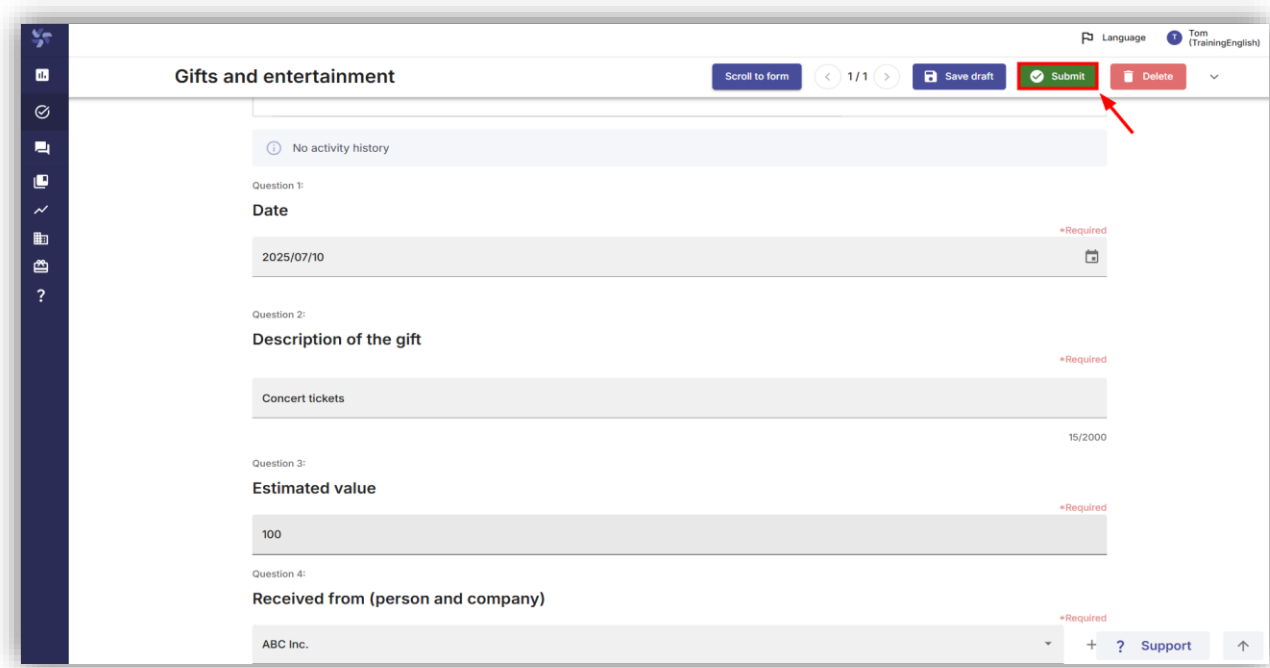


Figure 1: New request button in the dashboard

STEP 2

Complete the approval request form and click on the **Submit** button.



Gifts and entertainment

Scroll to form 1/1 Save draft Submit Delete

No activity history

Question 1:
Date *Required
2025/07/10

Question 2:
Description of the gift *Required
Concert tickets
15/2000

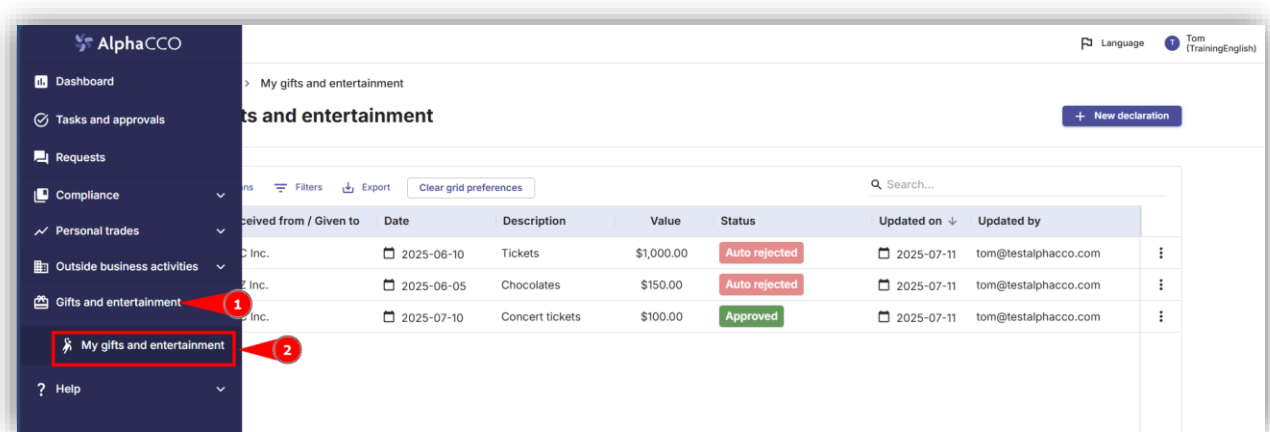
Question 3:
Estimated value *Required
100

Question 4:
Received from (person and company) *Required
ABC Inc. + ? Support

Figure 2: Gift or entertainment declaration form

STEP 3

Once submitted, the request will appear in the list under **My Gifts and Entertainment**, under **Gifts and Entertainment** → **My Gifts and Entertainment** from the menu. You will be notified by e-mail when an approval decision has been made.



AlphaCCO

My gifts and entertainment

+ New declaration

Received from / Given to	Date	Description	Value	Status	Updated on	Updated by
ABC Inc.	2025-06-10	Tickets	\$1,000.00	Auto rejected	2025-07-11	tom@testalphacco.com
ABC Inc.	2025-06-05	Chocolates	\$150.00	Auto rejected	2025-07-11	tom@testalphacco.com
ABC Inc.	2025-07-10	Concert tickets	\$100.00	Approved	2025-07-11	tom@testalphacco.com

Figure 3: Gifts and entertainment declarations list

NOTES

Please note that this document is a summary guide and that short guides also exist for configuring control parameters. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com