



Revision Date: June 5, 2006

## ATTACHMENT A

### ENTERTAINMENT AND GIFT DISCLOSURE FORM

CHCA staff and required contracted temporary staff are prohibited from accepting gifts, entertainment, favors, honoraria, personal service payments and discounts from vendors or potential vendors, if the item/event is greater than Nominal Value (i.e., \$50 or more per instance or \$100 or more per calendar year).

Items that do not count toward the \$100 limit: gifts less than \$10 in value and offers generally available in the travel industry to individuals, whose criteria are not limited to CHCA employees.

If you accept a gift, please complete this form and return it to the Compliance Officer as soon as practical (suggested within five (5) business days of any vendor entertainment, gift, etc. event).

1. Employee: \_\_\_\_\_

2. Department/Title: \_\_\_\_\_

3. Vendor: \_\_\_\_\_

4. Date of Event, Gift, etc.: \_\_\_\_\_

5. Brief Description of Event, Gift, etc.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_