



PRE-AUTHORIZATION FOR BUSINESS-RELATED GIFTS, HOSPITALITY AND SPONSORSHIPS ETHICS POLICY DOCUMENT

All Precision Aerospace Product employees must use this form to disclose and obtain approval before giving gifts or entertainment that exceed the Company defined gift threshold of US\$50.00 or equivalent to actual or potential business partners. Business partners include any government person or entity. The Compliance Office is responsible for evaluating the circumstances surrounding the gift or entertainment for potential conflicts of interest and/or the appearance of impropriety.

INSTRUCTIONS:

1. This form must be completed by the employee who wishes to give the gift or entertainment and forwarded to George Canovas at gcanovas@papaero.com as far in advance as possible before giving the gift or entertainment (if feasible). If the precise value of the gift or entertainment is unknown, employees should provide a good faith estimate.
2. The form must be approved by George Canovas and sent with your expense report when the expense is submitted for signature by your supervisor.
3. All gifts that exceed US\$50.00 must be listed here and approved pursuant to Ethics Policy Section 8 before they can be given.
4. All entertainment, including meals, that exceed US\$50.00 must be listed here and approved pursuant to Section 8 of the Ethics Policy before it can be given.

Employee Name and Title: _____

Seeking Approval For (check one): Gift Entertainment

Identify Company (government) to Receive Gift or Entertainment: _____

List All Individuals Involved in Gift or Entertainment including name, company, (government) and title:

Describe Gift or Entertainment including date, circumstances, tickets, meals, accommodations, transportation, etc. (if provided):

Describe Business Purpose of Gift or Entertainment:

If the expense covers multiple items, please list each item and the value of each:

Estimated Cost/Value or Gift or Entertainment	US\$
Transportation	US\$
Lodging	US\$
Meals	US\$
Tickets	US\$
Gifts	US\$
Other	US\$
Total	US\$

SUBMITTED BY:
Employee Signature:
Name (Print or Type):
Date:

Supervisor Name:
Supervisor Initials
Name (Print or Type):
Date:

APPROVED BY:
Approved Signature:
Name: George Canovas
Date: