



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

December 23, 2015

Katherine Owens
GEM Business Forms
5942 S. Central Avenue
Chicago, IL 60638



Mrs. Owens:

As an employee of the City of Chicago Department of Procurement Services (DPS), I am obligated to return the 1lb tin can of Moose Munch Gourmet Popcorn. DPS adopted a Zero Tolerance Policy for gifts from vendors in February 2005. This includes all gifts even those valued at less than \$50.00. This means that DPS employees may not accept any items from vendors/consultants, regardless of whether the vendor/consultant currently does business with the City of Chicago. Your thoughtfulness and well wishes are appreciated.

Best wishes to you.

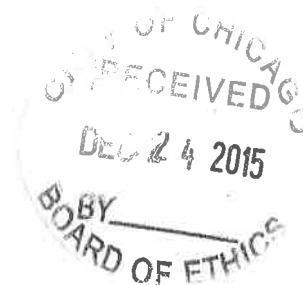
James Butler
Senior Compliance Officer
City of Chicago
Department of Procurement Services

Cc: S. Berlin, Bd of Ethics
JLR/file
REB/file
M. Volini, DPS HR



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Monica Jimenez
Deputy Procurement Officer
City of Chicago
Department of Procurement Services

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