

From time-to-time, Microsoft invites customers from the public sector to participate in events. These sessions are a valuable opportunity for customers to learn about Microsoft products and solutions that meet customer needs.

To facilitate attendance at these events, Microsoft sometimes offers meals at no expense for attendees. Accordingly, Microsoft would be pleased to cover the meal fees for *Insert # of Individuals to Attend* individuals designated by the *Insert Agency Name of Individuals to Attend* (“Agency”) to attend the *Insert name of event* at the *Insert Name of Location* located in *Insert City and State.* The total estimated fair market value of the meal expenses for this event described below is *Insert Dollar Amount*.

To ensure that covering the fees associated with the event listed above does not create any violation of the letter or spirit of the Agency’s applicable gifts and ethics rules, please have your ethics officer, designated executive/office responsible for your organization’s gifts/ethics policy, or responsible attorney review this letter, and if approved, sign in the space provided. Then return a copy of the form to Microsoft in one of the following ways:

1. Fax a copy of the document to 425-708-5043, ATTN: USPS Marketing.
2. Mail a signed copy of the letter to Microsoft Corporation, Lincoln Square/20243, One Redmond Way, Redmond, WA 98052.
3. If you cannot provide approval prior to the event, please bring a copy of this letter with you to the event and provide it upon registration.

If you have any questions or concerns regarding this letter, please feel free to send an e-mail message to [psmktg@microsoft.com](mailto:psmktg@microsoft.com). Thank you for your timely attention to this matter.

**Counsel or Ethics Officer Approval**

Attendee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approver Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept and approve of this offer from Microsoft to fund *Insert Dollar Amount* per attendee to cover meal expenses at *Insert name of event.*

Signature of ethics officer or agency counsel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_