



DATE

Name & Title
Name of Agency/Institution
Address
Address

Dear **Name**,

From time-to-time Microsoft invites academic customers to participate in educational technology events such as International Society for Technology in Education (ISTE) 2018 in Chicago, IL, from June 24-27, 2018. The purpose of the event is to gather educators to discuss innovations and challenges in education and how technology can support solutions to improve teaching and learning experiences. ISTE is a nonprofit organization that works with the global education community to accelerate the use of technology to solve tough problems and inspire innovation. Their worldwide network believes in the potential technology holds to transform teaching and learning.

Microsoft obviously values participation of its government/education customers at events such as this and would like to provide certification exam vouchers to schools and/or educators/students but want to ensure that by doing so it does not create any violation of the letter or spirit of applicable government gifts and ethics rules.

Microsoft has arranged to provide the following certification exam vouchers for test-taking (estimated total value of USD \$169.00). Please select the exam(s) you will be taking:

- Microsoft Certifications:
 - MOS (Microsoft Office Specialist) exam: \$75.00 USD each
 - MTA (Microsoft Technology Associate) exam: \$47.00 USD each
 - MCE (Microsoft Certified Educator) exam: \$47.00 USD each

Please Note: Please note that Microsoft will not be providing reimbursement for any other expenses related to the certification exam if applicable.

The amounts listed above give an approximate fair market value of the certification exam voucher that Microsoft will provide you. Those amounts are listed for your convenience to help with any reporting requirements you may have. Those amounts are not spending allowances.

It is the intent of Microsoft that provision of these voucher codes is compliant with all applicable laws, regulations and ethics rules regarding gifts and donations. Microsoft pays these expenses without seeking promises or favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party. Microsoft pays these expenses with the understanding that it will not be prohibited from any procurement opportunities. Finally, your acceptance imposes no obligation on your organization to acquire or use any Microsoft product or service.



Please have your ethics officer, manager or designated executive/office review this letter, and if approved, have him or her sign in the space provided below and bring your signed letter to the Microsoft Certification Room at the Marriott Hotel, Room Shedd AB.

Warm Regards,
Parish Jefferson
Teacher Engagement Manager, US Education
Microsoft Corporation

Approved:

I accept and approve of this offer from Microsoft to provide above referenced items (market value = \$XXX)

Agency Name (Please Print)

Ethics Officer or Counsel Name (Please Print)

Title (Please Print)

Signature of Agency Ethics Officer or Counsel

Date