**Microsoft ADC Faculty Skilling Program- Gift Letter**

From time-to-time, Microsoft invites Government customers to participate in events to learn about and provide input on Microsoft products, services and solutions that meet government needs. One or more representatives of your agency are invited to the **Microsoft ADC Faculty skilling and Immersion program**- with1 week in person training to be held from March – June 2024 at **Dunhill towers- 7th floor.**

As part of such event, Microsoft would be pleased to pay for the following expense items for each agency representative who attends the event:

**MEALS**

Market value of **$10** per day for **20** day(s)

**TRAINING/EXAM VOUCHER**

**MICROSOFT CERTIFIED EDUCATOR CERTFICATION** up to **$15.00**

**MICROSOFT AZURE FUNDMENTALS UP TO $ 50**

**PROMOTIONAL ITEMS**

*WATER BOTTLE*

*PENS*

*NOTEBOOK*

*TSHIRT*

Market Value of **$40.00**

Agency attendees are responsible for all other expenses associated with the event.

For purposes of this form, “Government” refers to U.S. Federal, State, Local & Education customers. Microsoft provides these items without seeking promises, favoritism, or exclusivity in any bidding arrangement, and with the expectation it will not be excluded from any agency procurement opportunities. By accepting these items, your agency is under no obligation to acquire or use any Microsoft products or services.

To ensure that Microsoft’s provision of the items listed above at no charge to your agency or agency personnel does not violate the letter or spirit of any applicable gifts and ethics rules, please have your **agency ethics officer, attorney, or other official responsible for gift and ethics compliance** 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. Scan and email copy of signed letter to **Irene Githinji- igithinji@microsoft.com**
2. If you cannot provide approval prior to the event, please bring a copy of this signed letter with you to the event and provide it upon registration.
3. ***Attendees who chooses not to sign the letter accepts to forego/exclude themselves from the meal being provided***

If you have any questions or concerns regarding this letter, please feel free to send an e-mail message to

***Irene Githinji****.*Thank you for your timely attention to this matter.

**AGENCY EVENT ATTENDEE(S)**

**(attach separate list for additional attendees if required)**

|  |  |
| --- | --- |
| **NAME** | **TITLE** |
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**AGENCY APPROVAL**

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Approver’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Approver’s Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Approver’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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