

Marketing support payments/reimbursements from Offerors require **prior approval** from your Designated Supervisor and Compliance.

- Cash reimbursements cannot be accepted directly from the Offeror. All cash reimbursements must come through ESI for payment.
- For any marketing event, a representative of the **Offeror must attend**.
- Reimbursements may not exceed **\$5,000 per RR per Offeror** per calendar year and **\$200 per attendee** per event.
- For marketing support paid via credit card, the Form must be completed before the credit card charge. Compliance will follow up for remaining information, including the credit card receipt(s) after the event or payment.

Marketing Support / Reimbursement

Name of RR(s) Receiving Reimbursement:	RR#:	Date: (mm/dd/yyyy)
Offeror Providing Reimbursement: (Company Name)	Amount (\$) of Entertainment:	
Name of Offeror Representative: (Individual from Company)	Offeror Representative Phone:	

Type of Marketing Support/Reimbursement:

- ☐ Marketing Event ☐ Advertising (mailings/materials) ☐ Business Development (prospecting lists/software/support to build business)
- ☐ Food/Fuel ☐ Other: _____

Description of Marketing Support/Reimbursement: (Details on what the reimbursement covers.)

Number of Attendees: (If applicable) _____ TC #: (If applicable) _____

List of Attendees Attached: ☐ Yes ☐ No ☐ N/A If no, please explain why: _____

Offeror Representative Attended Event: ☐ Yes ☐ No ☐ N/A If no, please explain why: _____

Copy of Receipt(s) Attached: ☐ Yes ☐ No ☐ N/A If no, please explain why: _____

Materials Attached: (If TC# not provided) ☐ Yes ☐ No ☐ N/A If no, please explain why: _____

Payment Details

Payment Method: ☐ Check Reimbursement ☐ Paid Directly by Offeror Via Credit Card ☐ Other: _____

Note: Credit Card marketing support payments require approval prior to accepting the payment from the Offeror.

Approvals

Supervisor: As Supervisor/Supervisory Designee ("SD") of the RR, I ☐ **approve** or ☐ **disapprove** of the marketing Support/Reimbursement.

Name of Supervisor/SD: _____ Signature of Supervisor/SD: _____ Date: (mm/dd/yyyy) _____

President Approval Needed? (If exceeding \$200/pp or \$5000 per Offeror) ☐ Yes ☐ No

Note: RDO approval is required for marketing support/reimbursements directed towards Branch Office Supervisors.

Compliance Use Only

As a Compliance Officer, I have reviewed the marketing support/reimbursement: ☐ Entered in Marketing Reimbursement Log

Name of Compliance Officer: _____ Signature of Compliance Officer: _____ Date: (mm/dd/yyyy) _____