

**PUBLIC SECTOR AUTHORIZATION TO ATTEND EVENT**

Authorization to attend Hyland Financial Aid Update on June 25, 2018 to take place at Cooper's Old Time Pit Bar-B-Que, 217 Congress Avenue, Austin TX 78701 (the "event").

At the event, Hyland is offering food and refreshments at no expense for the attendees that has a total estimated fair market value of \$55.00 per attendee.

This letter confirms that \_\_\_\_\_ [CUSTOMER NAME] ("Organization") has approved the attendee(s) named below to partake in the food and refreshments at the event at the total **estimated fair market value of \$55** per attendee at Hyland's expense.

Hyland offers this benefit to the Organization and not to you or any other official, employee or representative personally. Also, this does not include travel, lodging, or any other incidental expenses your attendee(s) may incur in order to attend the event.

To ensure that Hyland covering the fees associated with the event listed above does not create any violation of your Organization's applicable gifts and ethics rules and any statute, law, or regulation related to gifts, meals, entertainment and ethics, please have your ethics officer, designated executive/officer responsible for your organization's gifts/ethics policy, or responsible attorney review this letter, and if approved, completed this letter in the highlighted spaces above, sign in the space provided and include the name of your designated attendee(s) to attend this event. Please return a copy of the form to [governmentcompliance@hyland.com](mailto:governmentcompliance@hyland.com).

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

Approver Name & Title (Print): \_\_\_\_\_

Approver Signature: \_\_\_\_\_

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

Designated Attendees(s) Name and Email: \_\_\_\_\_

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