PROMOTIONAL EXPENSE REQUEST

OFFICE OF MANAGEMENT AND BUDGET

SFN 58670 (8-2011)

Per OMB's Fiscal and Administrative Policy 207 - Promotional Expenses, "All requests to be classified as a promotional expense must be made in writing to the Director of the Office of Management and Budget and must provide the reason(s) for being classified as such."

In order to update our records, please complete the form below and return it to OMB.

Business Unit	Business Name

Types of Promotional Expenses Typically Incurred

Purpose

Are these promotional expenses associated to a specific department, division, program, event, etc.? ☐ No ☐ Yes - Please explain:

Agency Director's Signature	Date