



## 2017 Co-Op Request Form

**Instructions:** Request pre-approval of your co-op expense with your LG Representative. Once the expense activity is completed, submit this form with documentation for processing. Requests greater than \$10,000 require additional approvals; see Co-Op Claim Guidelines (below) for details.

**Required documentation includes:**

- Signed Co-Op Request form
- Copy of billing for expense(s) on Co-Op Request Form
- Proof of Performance that verifies the items shown on the invoice were used/given away/happend

**Account Number:** \_\_\_\_\_

**Claim Submit Date:** \_\_\_\_\_

**Date Expense Incurred:** \_\_\_\_\_

**Claim Reference Number:** \_\_\_\_\_

### Company Information

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Type of Activity & Expense Details

Expense Description & Related Products:

- ☐ Single Zone PTAC
- ☐ Multi F & Multi F MAX
- ☐ Multi V

Expense Total (\$) \_\_\_\_\_

Co-Op Claim Amount (\$) \_\_\_\_\_

Submitted by (Name): \_\_\_\_\_ Contact Email: \_\_\_\_\_

### Co-Op Claim Guidelines:

**Approvals**

- Accounts with annual purchases totaling less than \$100,000 in net equipment will be allowed to use Co-Op funds only with prior approval from LG CAC.
- Co-Op requests of \$20,000 and above require Sales Director, Marketing Director, and CAC SVP approval.

**Important Dates**

- All Co-Op requests must be for activities that took place during the same year funds were accrued. (i.e. 2017 funds may not be used for 2016 activities)
- All claims must be submitted with supporting documentation and necessary signatures by February 9, 2018 for reimbursement.
- No funds will be carried over into 2018.