



Guest Lecturer Name: _____

Date of TWU Speaking Engagement: _____

TWU Sponsor Name: _____

PRODUCT(S) BEING SOLICITED AT TWU SPEAKING ENGAGEMENT

Product Description	Product Price

CONFIRMATION

I, _____, understand and acknowledge that I am responsible for:

1. The collection and remittance to the Texas Comptroller of Public Accounts the required 8.25%(EIGHT AND ONE QUARTER PERCENT) Texas state sales tax on any product(s) I sell; and
2. Providing TWU's Procurement and Contract Services a confirmation of remittance to the Texas Comptroller of Public Accounts within 10 business days after the TWU Speaking Engagement.

SIGNATURES

Guest Lecturer Signature & Date

TWU Sponsor Signature & Date

VICE PRESIDENT OF FINANCE & ADMINISTRATION APPROVAL

R. Jason Tomlinson
Name

Signature & Date