

Guest Lecturer Name: \_\_\_\_\_

Date of TWU Speaking Engagement: \_\_\_\_\_

TWU Sponsor Name: \_\_\_\_\_

Product(s) being solicited at TWU Speaking Engagement	
Product Description	Product Price

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.

_____	_____
<b>Guest Lecturer Signature</b>	<b>Date</b>

_____	_____
<b>TWU Sponsor Signature</b>	<b>Date</b>

**Vice President for Finance & Administration Approval**

R. Jason Tomlinson	_____	_____
<b>Name</b>	<b>Signature</b>	<b>Date</b>