



## BENEFIT RECIPIENT INFORMATION **STATEMENT OF RESPONSIBILITY**

### **RFD Information**

RFD Submitted On:

Vendor Name:

RFD Amount:

Project ID(s):

Item(s) Purchased:

Due to IRS regulations, recipient info must be provided for all gifts, tickets, and similar items of value. This signed Statement of Responsibility is to notify the Educational Foundation that the College has elected to accept responsibility for such data pertaining to the above purchase. I understand that the College is solely responsible for the collection and maintenance of all recipient information, to include each recipient's name, title, and business relationship, once it becomes known. In the event that the information is needed, the College agrees to provide it to the Educational Foundation in a timely manner.

My signature denotes that I have read and understand this Statement of Responsibility and agree to abide by its terms.

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College or Division

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Printed Name – Dean of the College or Director of the Division

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Signature - Dean of the College or Director of the Division

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Date