

Marietta College
Policy Governing the Use of the College Tax Identification Number

The U.S. Internal Revenue Service has assigned a tax identification (ID) number to Marietta College. The ID functions as a corporate identifier and permits the College to be exempt from state sales and certain other taxes on the purchase of products and services.

Use of the ID can cause the College to incur business, legal, and tax liabilities and responsibilities. Accordingly, prudent business, legal and tax practice requires the College to limit the use of the ID to financial and accounting activities that are directly controlled by the College and that recordable on the College general ledger.

The President or the Vice President for Administration and Finance hold sole authority regarding the use of the ID. Persons or organizations affiliated with the College, including employees, must secure written authorization from the Vice President for Administration and Finance or the President prior to using the ID for any purpose other than for Marietta College activities that are directly controlled by the College and recordable on the College general ledger.

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