



Business Office: Tax Exempt

General Information: Illinois State University is exempt from payment of Illinois Sales Taxes on purchased goods and services. Since the University is tax exempt, state sales tax cannot be paid or reimbursed. Tax exemption certificate is renewed every 5 years. The current period for tax exemption is 2015-2020. The University's exemption certificate and the University's tax exemption number may be used only for authorized University business purposes. Personal or other unauthorized use of the tax exemption number or letter by any person may constitute a crime and may result in disciplinary or legal action. For detailed information regarding the tax exemption, contact the Purchasing Office. Contact information can be found at <http://purchasing.illinoisstate.edu/about/>.

Main Contact

- Purchasing Office at 438-1946

Procedure:

1. Purchase with Vendor
 - If the vendor asks for tax exemption certificate, Business Manager will need to send an email or fax it to vendor.
 - Business Manager will keep a record of what information sent to vendor.
2. Purchase in Store/Online
 - Make sure to show your tax exemption certificate to the sales associate before making the purchase in Store.



- *Business Manager should provide the Tax Exempt certificate for the new or reissued credit card holder.
- *Business Manager is recommended to not have a credit card due to the auditing process.
- *The University employees who hold a credit card should never share the credit card information to someone.
- * Individuals **cannot** reimburse for sales tax paid.

Supporting Document

- Tax Exempt Certificate 2015 (See *Appendix*)