



Procurement and Sourcing Services

Effective Date:	October 26, 2011
Last Update/Revision:	October 26, 2011
Initiating Department:	Procurement and Sourcing Services
Responsible Department:	Procurement and Sourcing Services
Authorizing Person:	VP for Finance and Treasurer
Policy Number:	P1030

Policy Name: Tax Exempt Certificate Usage

Purpose: To set forth the prohibition on University community use of the University's tax exempt number and certificate.

This Policy Applies to: All University personnel, students, alumni and student organizations

Procedure: Contact Procurement and Sourcing Services (PSS) either via phone or e-mail with justification for use and the name and contact information for the company or person. Procurement and Sourcing Services will complete the form and send it to the supplier.

Exceptions: None

Forms: Tax Exempt Certificate (this form must be completed by Procurement and Sourcing Services and sent via fax to the vendor).
