

# *Policies and Standards*

<i>SECTION:</i> <b>Purchasing</b>	<i>NO.</i> <b>5.2</b>		
<i>CHAPTER:</i> <b>Miscellaneous</b>	<i>ISSUED:</i> <b>1993</b>	<i>REV. A</i> <b>05/01</b>	<i>REV. B</i>
<i>POLICY:</i> <b>Sales Tax Exemption</b>	<i>PAGE 1 OF 1</i>		

## **PURPOSE**

To establish a procedure for recognizing and implementing sales tax exemptions.

## **SCOPE**

This policy applies to all Creighton-funded transactions.

## **POLICY**

All sellers or suppliers should be furnished a copy of the exemption letter. Purchases by Creighton University will not be subject to sales tax if such purchases are within the conduct of the exempt function and activities. Purchases must be paid for by check or draft drawn on funds of the University or paid by University p-card. This exemption cannot be used on purchases by individuals or agents for their own personal use.

## **PROCEDURE**

Goods or services delivered, used, or assigned into the state of Nebraska for Creighton University will be considered tax exempt.

The Nebraska tax exempt number is 5-000408697. All other states must be filed for on a state-by-state basis. All purchasers/travelers engaged in University business should check with Purchasing prior to departing for available tax exemptions. If requested, Purchasing can provide a copy to suppliers of the appropriate tax exempt certificate.

Value-added tax (VAT) is a broad-base tax on the purchase of most goods and services in Europe and Canada. See Section 6.5 Travel Policy and Procedures for information.

## **ADMINISTRATION AND INTERPRETATIONS**

Questions regarding this policy should be directed to the Director of Purchasing.

## **ADMENDMENT/TERMINATION OF THIS POLICY**

The University reserves the right to modify, amend, or terminate this policy at any time.