

Procedure No. 400.2

Area: Finance

*Original signature is on file in
Administration & Finance*

Adopted: September 18, 1998

Certified by _____
Dr. Cynthia Jackson- Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: Exemption and Reimbursement Exceptions

Central State University's purchases are exempt from Ohio sales tax. The university has a Blanket Certificate of Exemption Form on file with many Dayton area businesses. Filing the form with a vendor is necessary in order to receive tax exemption. A Blanket Certificate of Exemption Form should be presented to the vendor. Exemption and reimbursement exceptions:

- **Bed taxes, occupancy taxes, excise taxes**, etc. charged by in-state and out-of-state lodging business as well as out-of-state sales taxes **will be reimbursed**.
- If the vendor accepted CSU's printed purchase order and did not include the cost of **shipping, handling, or freight**, it is the **vendor's responsibility** to absorb those costs.
- The University **does pay** shipping, handling, and freight charges if included in the vendor's original quote.

If an invoice is received and includes sales tax the following steps need to be taken:

1. Telephone the vendor immediately; inform the vendor of CSU's tax exempt status
2. Ask the vendor to reissue a new invoice without tax or agree to manually correct the existing invoice
3. Complete another tax exempt certificate, if applicable
4. Mail or fax tax exempt certificate to vendor, if applicable

If both parties agree to correct the existing invoice:

1. Record the name of the vendor representative and date on the invoice
2. Delete the tax
3. If new invoice is not going to be issued, payment will be made for the amount of invoice less tax amount.
4. In case new invoice s issued, it will be paid within 30 days of receipt of the new invoice date.

University departments may obtain copies of the Tax Exempt Form from the Administration and Finance/Purchasing Department.