



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 9/90	Revision Date: 5/10	Page: 1 of 1
			Classification Code: 02-04
	Section: FINANCE		
Subject: STATE SALES TAX			

NOTE: As an educational institution, the University is exempt from paying sales tax on its purchases. Sales tax exempt letters are available from the Accounts Payable or Purchasing Office.

GENERAL STATEMENT OF POLICY

In accordance with state law, the University collects state sales tax of the current specified rate of the purchase price on all taxable sales at the time of purchase excluding textbook sales and fees. The University collects sales tax on textbook sales and fees at the state specified rate for these items.

The Vice President for Finance & Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.