

Sales Tax Exemption Information - KU

Kutztown University of Pennsylvania is exempt from all Excise Taxes. This also applies to Pennsylvania Sales Tax, however, any contractor/supplier doing business with the University remains liable for the payment of Sales and Use Tax on all materials and fixtures he/she purchases or uses for the purpose of fulfilling his/her contract, even though the work is being performed for a governmental instrumentality.

An official document certifying the University's tax exempt status is available. The form can be downloaded and filled out by the University office. The University person, or office, making the purchase is responsible for sending it directly to the vendor requiring the form.

All university employees who utilize their Procurement Cards are responsible for following the instructions indicated below whenever they make a purchase.

1. Ensure purchase costs are reasonable. Remember to protect public funds as if they are your own.
2. Procurement Cards are to be used for official University business purchases only. Make sure to avoid prohibited purchases.
3. Once a vendor is selected, and confirms the goods are available you should inform the vendor of the University's tax-exemption from Pennsylvania State sales tax.
4. KU's tax-exempt number is printed under the logo each Procurement Card as follows:
PA TAX EXEMPT 23-2710197
5. Cardholders must review receipts for each purchase made to ensure that Pennsylvania State sales tax has not been assessed.
6. If sales tax has been assessed on a purchase it is the Cardholder's responsibility to contact the vendor to issue credit back to their card.
7. If a vendor is unwilling, or not able to, reimburse the assessed sales tax the cardholder should fill out the following statement and send it to the Card Systems Administrator to be included in the monthly statement paperwork where the original charge was made.

An authorized Kutztown University purchase was made by _____ on
_____ day of _____, 20 ____ . The aforementioned purchase was incorrectly
assessed PA State sales tax. The vendor, _____ was notified on
_____ day of _____, 20 ____ that this purchase was PA State Sales tax exempt.

The vendor has indicated that they will not issue a credit to my card.