



**BUSINESS AND
FINANCIAL SERVICES
COLORADO STATE UNIVERSITY**

From: Tax Accounting Office
To: CSU Faculty and Staff
Subject: Instructions - Illinois Certificate of Exemption

Dear CSU Faculty and Staff,

Colorado State University is exempt from Illinois sales tax on purchases made for official university business using university funds. To utilize this exemption:

Present the Illinois Certificate of Exemption

- Submit the attached certificate to the vendor at the time of purchase.
- Ensure purchases are made with university funds (e.g., procurement card or purchase order).

Important Notes

- Vendors may request additional documentation to verify CSU's tax-exempt eligibility.
- Some vendors may choose not to honor the exemption. If refused, consider another supplier.
- Please review the attached certificate for further guidance.

For assistance, contact the Tax Accounting Office at **BFS_Tax_Accounting@Mail.ColoState.EDU**.

Sincerely,

Colorado State University
Business & Financial Services
Tax Accounting Office

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ **If not**, contact us immediately.
- ✓ **Do not discard** - your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.



02/02

OFFICIAL DOCUMENT State of Illinois - Department of Revenue OFFICIAL DOCUMENT

Illinois Sales Tax Exemption Certificate

COLORADO STATE UNIVERSITY

555 S HOWES ST
FORT COLLINS CO 80523-6003

Sales Tax Exemption Certificate

Issue date: 07/12/2024	Sales Tax Exemption	E99004271
Expiration date: 08/01/2029	Organization type:	Governmental

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
[Signature]
Director

OFFICIAL DOCUMENT - DO NOT DESTROY