



**BUSINESS AND  
FINANCIAL SERVICES  
COLORADO STATE UNIVERSITY**

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

Dear CSU Faculty and Staff,

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

**Present the North Dakota Certificate of Exempt Status**

- Provide a copy of CSU's **North Dakota Certificate of Exempt Status** (attached) to the vendor at the time of purchase.
- Ensure purchases are made using 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 selecting another supplier.
- Please review the attached **North Dakota Certificate of Exempt Status** for further guidance on exemption scope and restrictions.

For further assistance, contact the Tax Accounting Office at **[BFS\\_Tax\\_Accounting@Mail.ColoState.EDU](mailto:BFS_Tax_Accounting@Mail.ColoState.EDU)**.

Sincerely,

Colorado State University  
Business & Financial Services  
Tax Accounting Office



## State of North Dakota Certificate of Exempt Status - Exempt Organization

Under the provisions of North Dakota Century Code § 57-39.2-04, the organization whose name appears below is certified to be exempt from sales taxes applicable to purchases, rentals and leases of tangible personal property to be used solely and exclusively in the performance of functions by that organization.

**Colorado State University**  
**555 S Howes St, Campus Delivery**  
**Fort Collins, CO 80523-6003**

Certificate Number: **E-50880**

Date Issued: August 12, 2019

Ryan Rauschenberger  
Tax Commissioner

  
Director, Tax Administration