



**BUSINESS AND  
FINANCIAL SERVICES  
COLORADO STATE UNIVERSITY**

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

Dear CSU Faculty and Staff,

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

**Present the Tennessee Certificate of Exemption**

1. Provide a copy of CSU's **Tennessee Certificate of Exemption** (attached) to the vendor at the time of purchase.
2. 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 **Tennessee Certificate of Exemption** for further guidance on exemption scope and restrictions.

For further assistance, contact the Tax Accounting Office at **BFS\_Tax\_Accounting@Mail.ColoState.EDU**.

Sincerely,

Colorado State University  
Business & Financial Services  
Tax Accounting Office



**STATE OF TENNESSEE  
DEPARTMENT OF REVENUE**

COLORADO STATE UNIVERSITY  
6003 CAMPUS DELIVERY 555 SOUTH HOWES  
ST  
FORT COLLINS CO 80523-0001

**Effective Date:** July 1, 2023  
**Expiration Date:** June 30, 2027  
**Account No:** 1002177030-SLC  
**Exemption No:** 533000448  
**Facility Address:**  
COLORADO STATE UNIVERSITY  
6003 CAMPUS DELIVERY 555 SOUTH  
HOWES ST  
FORT COLLINS CO 80523-0001

**Exempt Organizations or Institutions  
Sales and Use Tax Certificate of Exemption**

This organization or institution qualifies for the authority to make sales and use tax exempt purchases of goods and services that it will use, consume or give away.

This authorization for exemption is limited to sales made directly to the referenced organization. This exemption certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the organization.

This exemption certificate may not be used to make purchases without the payment of sales and use tax for other locations and may not be transferred to or used by any other person.

Ensure this lower portion is properly completed and signed before presenting to a vendor.

*Seller's Name*

*Seller's Address (City & State)*

I, \_\_\_\_\_, as an authorized representative of the taxpayer named above, affirm that the purchases qualify for the exemption and will be used at the location of the facility address referenced above. Under penalty of perjury, I affirm this to be a true and correct statement.

*Print Name of Authorized Representative*

*Signature of Authorized Representative*

*Date*

The supplier must maintain a copy of this document as evidence of the sales tax exemption.