

TIPS TO AVOID SALES TAX BEING CHARGED ON YOUR PURCHASING CARD

What to do when making a purchase?

In-Store Purchases

- Prior to making the purchase, notify the clerk that the purchase is tax exempt.
- Verify that no sales tax was charged on your receipt prior to leaving the store.

Telephone Purchases

- Prior to making the purchase, notify the vendor that the purchase is tax exempt.

Online Purchases

- “University of North Dakota” should be on the first line of the “Bill to Address”.
- Utilize higher education links (Example: Dell) whenever possible.
- When not utilizing a higher education link, watch for a check box to indicate the purchase is tax exempt and utilize this option before completing the purchase.

What to do when sales tax has been charged?

- If tax was charged, contact the vendor immediately for a refund to your credit card. The cardholder is responsible for getting the tax refunded. Document on the receipt/invoice the date the vendor was contacted.