



Division of Administration
Sales Tax Reimbursement Form

<i>Date:</i>	<i>Name:</i>
<i>Amount:</i>	<i>Agency:</i>
<i>Purpose: In accordance with the Division of Administration's Purchasing Policy: It is the cardholders' responsibility to present the exemption form to the vendor. If sales tax is erroneously charged by the vendor due to the cardholders' failure to present the tax exempt form, the cardholder will be held accountable for reimbursing the state for those charges.</i>	<i>Email:</i> <i>Phone #:</i>

Method of Payment:

Check

Check Number: _____

Money Order

Money Order Number: _____

Section Head Approval: _____

Program Administrator Approval: _____

Interim Deputy Undersecretary: _____