

St. Norbert College Sales Tax Policy

St. Norbert College is a 501(c)(3) nonprofit organization and is exempt from sales tax in the state of Wisconsin. Sales tax on purchases will not be reimbursed unless there were extenuating circumstances that necessitated payment of sales tax. Reimbursement of sales tax due to extenuating circumstances would require a supervisor's approval for sales tax up to \$50 and a Vice President's approval for sales tax over \$50.

A sales tax exemption certificate (available from Accounting Services) should be presented on **all** purchases, including those made with personal funds that will be reimbursed by the College. The College-issued expense cards have the tax-exempt number imprinted on the front. Cardholders should alert the vendor to the tax-exempt number when making a purchase. Use of the College's sales tax exemption certificate for personal use is prohibited.

The College is also exempt from the payment of sales tax in Illinois, Minnesota, and Florida.