

# Tax-Exempt Certification

<i>Card Administrator's Name</i>
<i>Organization</i>
<i>Address</i>
<i>City, State, Zip</i>
<i>Phone</i>
<i>Email</i>

## **Authorization** to print organization's sales tax-exempt number on p-Cards

<i>Organization Tax Exempt #</i>	<i>(Federal Tax ID)</i>
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Please check all that apply:

- Yes, I would like our school district's tax exempt number printed on all p-Cards.
- No, I do not want our school district's tax exempt number printed on our p-Cards.
- I would like the words "Tax Exempt" to appear on our cards (e.g., "SD 303 Tax Exempt").

Please attach a copy of the organization's tax exempt letter.

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*Signature*

*Date*

Note:

*Oregon public schools, education service districts and community colleges are political subdivisions of the State of Oregon and as such are considered non-profit and exempt from sales tax. The organizations federal tax identification number serves as the tax exempt certificate number.*