



TEXAS TECH UNIVERSITY  
Procurement Services

To Whom It May Concern:

Credit information for Texas Tech University (Agency # 733) and Texas Tech University System (Agency #768): both institutions are agencies of the State of Texas and we are statutorily required to pay for all legal purchase obligations which are supported by a valid purchase order or credit card. As such, the University and the System do not provide credit information, account numbers, or business references as it is not applicable to a public agency.

The Texas Tech University and Texas Tech University System financial reports may be found at:  
[www.irim.ttu.edu/Reports/StateReports/TTU.php](http://www.irim.ttu.edu/Reports/StateReports/TTU.php)

The State of Texas has enacted prompt payment legislation (Texas Government Code, §2251 - Texas Prompt Payment Act) which requires the University and the System to be responsible for the payment or dispute of invoices paid on valid purchase orders within a timely manner (30 days).

All invoices to the University or the System must reference the purchase order number and be sent electronically to the official billing address:

**Texas Tech University Payment Services**  
[Payment.services@ttu.edu](mailto:Payment.services@ttu.edu)

Please indicate the purchase order number with all invoices and provide those numbers when making inquiries as to the status of payments, purchase orders, contracts or other procurement transactions.

As an agency of the State of Texas, the University and the System are exempt from payment of:

- (1) Texas state and local sales or use tax on all purchases (Texas Tax Code, §151.309 (4))  
Exemption numbers do not exist and this signed letter suffices for an exemption certificate.  
Taxes of other states are not applicable if the destination or delivery point is in Texas.

The State of Texas Tax ID number for the University and the System is 17560026225.

- (2) Personal property tax on property owned, including beneficial ownership under lease agreements.
- (3) Federal taxes under the doctrine of intergovernmental tax immunity and under § 115 of the Internal Revenue Code.

Texas Tech University System Federal Identification Number: **75-6002622**

Dun & Bradstreet DUNS Number: **041367053**

If you have any further questions, please email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu).

Sincerely,

A handwritten signature in black ink that reads "Jennifer Adling".

Jennifer Adling  
Managing Director

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