



# TEXAS TECH UNIVERSITY

Procurement Services

To Whom It May Concern:

Credit information for Texas Tech University: The University is an agency of the State of Texas (Agency # 733) and we are statutorily required to pay for all legal purchase obligations. As such, the University does not provide credit information, account numbers or business references.

Texas Tech University reports of financial and other matters 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, Chapter 2251 - Texas Prompt Payment Act) which requires the University to be responsible for the payment or dispute of invoices paid on valid purchase orders within a timely manner (30 days).

Authorized purchases of material and services are confirmed only through the presentation of a Texas Tech University purchase order or purchasing card. All invoices to the University should reference a purchase order or contract number and should be sent to the **official billing address for Texas Tech University**:

**Texas Tech University  
Accounts Payable  
Box 41094  
Lubbock TX 79409-1094**

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

As an agency of the State of Texas, the University is exempt from payment of:

- (1) Texas state and local sales or use tax on all purchases (Texas Tax Code, section 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 is 37337337333 000.

The State of Texas Tax ID number for the TTU System is 37687687683 000.

- (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 section 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 call Procurement Services (806) 742-3844 or email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu).

Sincerely,

Jennifer Adling  
Managing Director

Box 41094 | Lubbock, Texas 79409-1094 | 806.742.3844