



TEXAS TECH UNIVERSITY™

Office of Procurement Services

Tax Exempt Information

Texas Tech University (“TTU”) claims an exemption as an institution of higher education and an agency of the State of Texas from all state and local sales or use tax on all purchases ([Texas Tax Code, §151.309 \(4\)](#)). The State of Texas Tax ID number for TTU is 17560026225. Each purchase order contains the tax exempt statement.

TTU’s Federal ID number is 75-6002622.

Effective January 1, 2020:

The department employee making the purchase will be responsible for:

- Filling in the tax exemption form with the required information;
- Signing the tax exemption form; and
- Providing the completed form to the vendor.

The form will no longer need to be routed through Procurement Services and the completed form **should not** be forwarded to Procurement Services.

Amazon Business Account

Orders will automatically be tax exempt if you are ordering under the TTU Amazon Business Account with your procurement card (“Pcard”). Not all Third Party Sellers participate in Amazon’s Tax Exempt program, which will mean you may be taxed for products purchased from those sellers. Should this occur, please email tax-exempt@amazon.com to request a credit for the taxes. You will need to let them know the Order ID, amount, and that you ordered under the TTU Business Account. Responses may take up to 72 hours. Please email purchasing.pcard@ttu.edu should you need to request an invitation to join the TTU Amazon Business Account.

All PCard rules will continue to be applied and departments are reminded that TTU also has many beneficial contracts that may be accessed in TechBuy which offer overnight delivery. It is the department’s responsibility to ensure conservation of funds by seeking the best value.

- Single purchases cannot exceed the \$2,000 PCard limit;
- No office supplies can be purchased that are on one of the mandatory contracts;
- No controlled purchases (computers, projectors, TVs, etc. over \$500);
- No chemicals or gases can be purchased;
- No shipping to home addresses; and
- No personal purchases allowed using the business account.

Quick Links

[Sample Tax Exemption Certificate >](#)

[Blank Texas Sales and Use Tax Exemption Certificate >](#)

[Texas Sales and Use Tax Exemption Certificate – Amazon >](#)

[Hotel Occupancy Tax Exemption Certification >](#)

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The Texas State and Use Tax Exemption Certification states the following:

“The purchaser claims this exemption and will understand that they will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law”.

“The purchaser understands that it is a criminal offense to give an exemption certificate to the seller for taxable items that the purchaser knows, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree”.

The department shall only provide the tax exemption certificate to vendors for the purchase of goods or services used for official TTU business.

Texas Hotel Occupancy Tax Exemption Certificate

Provide a completed certificate to a hotel to claim an exemption from hotel state occupancy tax within the state of Texas. Hotel operators should request a photo ID, business card, or other document to verify a guest’s affiliation with the exempt entity (TTU/TTUS). Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, TTU must provide a completed certificate and pay the hotel with institutional funds (e.g., exempt entity check, credit card, or direct billing). This certificate does not need a number to be valid. The Texas Hotel Occupancy Exemption Certificate can be accessed through Quick links at the top of this guide.

Procurement Services

Integrity ● Teamwork ● Diversity ● Transparency ● Respect ● Leadership