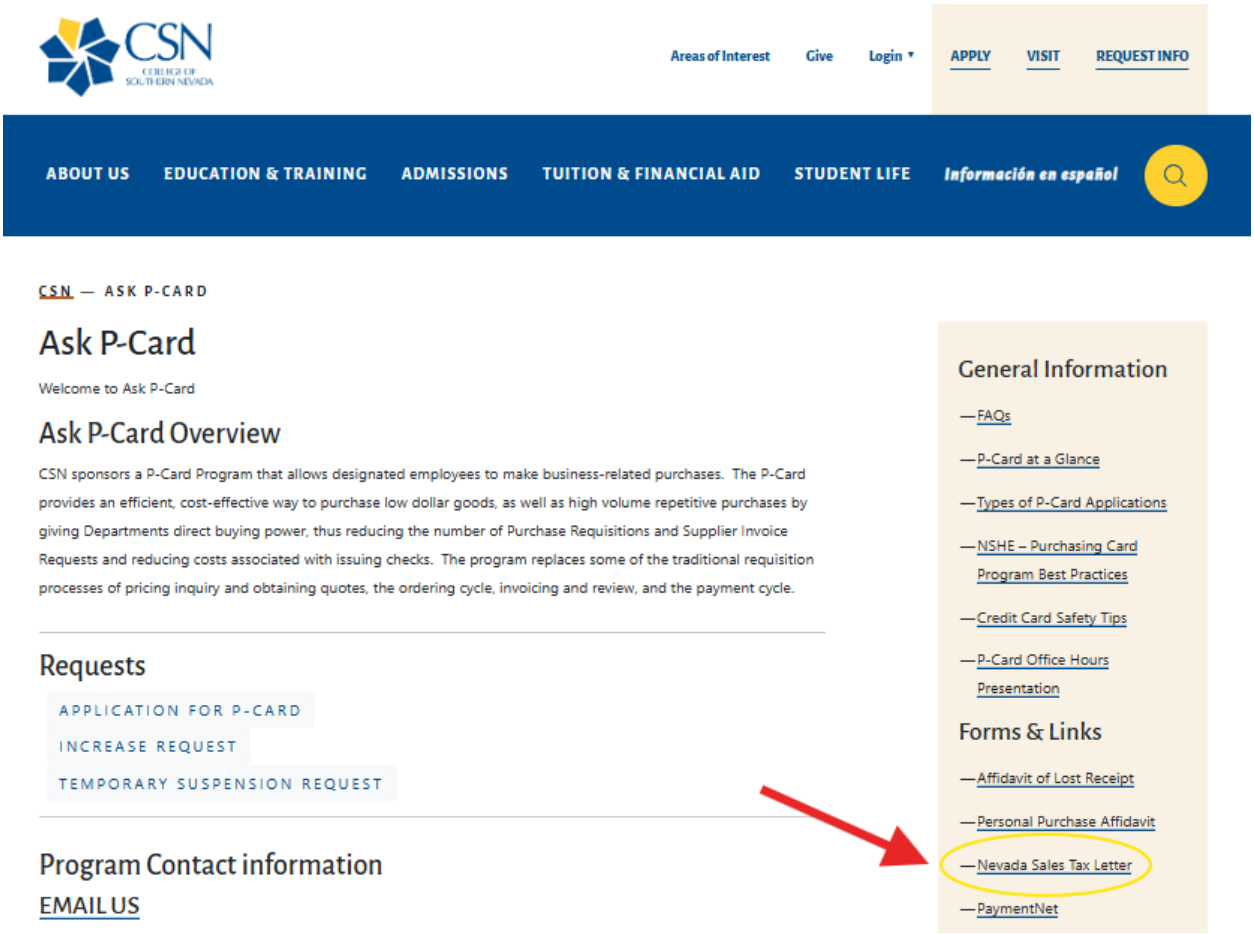
Did You Know?

The College of Southern Nevada is exempt from payment of State of Nevada Sales and Use Tax on its purchases.

Dear Cardholders,

It is your responsibility to alert merchants that CSN is tax exempt. **No exceptions allowed.** Failure to ensure sales tax is not charged may result in suspension or cancellation of P-Card privileges. We encourage you to reach out to us if there are any issues.

For some merchants the Cardholder may have to provide a copy of CSN's *Sales Tax Exemption Letter.* It is advised that Cardholders have copies of the letter available when making purchases in a bricks and mortar store. Copies of the letter are available in the *Forms and Links* section on the P-Card website. https://www.csn.edu/sites/default/files/documents/csn-purchasing-card/nevada_sales_tax_letter_for_csn.pdf



The Cardholder may provide the Tax-Exempt Number - As a state agency, the College of Southern Nevada is exempt from payment of *State of Nevada Sales and Use Tax* on its purchases as provided by NRS 372.325, NRS 374.330 and NRS 377, when applicable.

The number is printed on your card, but it is the Cardholder's responsibility as an agent of the College to ensure that State of Nevada sales tax is not charged.

How Do I Recover Sales Tax?

The Cardholder must review receipts/documentation while still at the merchant to verify that the sales tax for the transaction has been properly excluded. If incorrect, immediately address getting a refund and/or having the transaction voided and correctly processed. If the merchant's staff is unclear on how to process tax exempt purchases, see a manager for assistance.

Failure to recover sales tax may result in a strike given for each transaction where sales tax was charged.