

Request for Tax Exemption Certificate

*****FOR INTERNAL USE ONLY*****
To be Completed and Forwarded to Purchasing by SELU Requester

Date: _____

Department Requester: _____

Extension: _____

Requester Email: _____

Tax Exemption **DOES NOT** apply to travel expenses. For more information, refer to La. State Travel Guidelines, PPM-49, or contact the SLU Travel Desk @ 2088.

 Instructions: Complete form **ONLINE**, print and fax; or print, scan & email. 

VENDOR INFORMATION

*** Required**

Vendor Name: _____ *

Address: _____ *

City, St, Zip: _____ *


Phone: () _____ * Fax: () _____ *

Vendor Email Address: _____ *

Preferred Method To Send

Reference Info: _____ *

PO#, SO#, Customer #

 **Fax to:** Purchasing Dept., Ext. 3810 or **Scan and Email** to: debra.vallaroutto@southeastern.edu

The certificate will be processed and sent directly to the vendor. Requester will receive notification upon completion of request.

Additional Comments: