



**PURCHASING DEPARTMENT**

**Request for Tax Exemption Certificate**

**\*\*\*FOR INTERNAL USE ONLY\*\*\***

*To be Completed and Forwarded to Purchasing by SLU Requester*

Date:

Department Requester:

Extension:

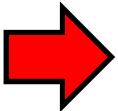
Requester Email:

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 @ 2089.

Instructions: Complete form Online, print, scan & email to [purchasing@southeastern.edu](mailto:purchasing@southeastern.edu)

**VENDOR INFORMATION**

Vendor Name:



Complete Scan and Email to: [purchasing@southeastern.edu](mailto:purchasing@southeastern.edu)

**\*\*After receiving the Certificate, you can forward it to your vendor contact person.\*\***