

SMU Tax Policies and Procedures

Subject: Sales and Use Tax – University Purchases in the State of Texas

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The University is generally exempt from Texas sales and use tax on purchases made to carry out the University's exempt purpose.

The state sales tax exemption also applies to the leasing or rental of tangible property, with the exception of motor vehicles. An authorized agent or employee may make tax-free purchases on behalf of the University by providing the vendor with a completed exemption certificate (smu.edu/controller/restricted/download/forms/taxexempt). The Purchasing Department also has wallet size laminated copies of the Texas Sales Tax Exemption Certificate that can be carried by employees for convenience.

The University's sales tax exemption certificate cannot be used for the personal benefit of an individual or employee. Employees who use the exemption for personal benefit are subject to disciplinary action.

Reference

Paragraph (H)(7) Article 2-04, Title 122A of the Revised Civil Statutes of Texas