

## General Instruction for AZ Sales Tax Exemption Certificate (AZ Form 5000)

The Certificate is used to apply for Arizona sales tax exemption with the seller. The Certificate must be provided to the vendor in order for the vendor not to charge the University sales tax; or for the vendor to refund the sales tax already billed to the University.

The “**Purchaser’s Name and Address**”, and “**Transaction Type** “ boxes have been pre-filled. As the tax exemption is determined on a purchase-on-purchase basis, the Certificate is generally used for a **single transaction**. If the Department makes tax-exempt purchases from the same vendor frequently, please contact Tax Compliance (621-1957) for assistance.

The Department that makes the purchase must complete the “**Reason for Exemption**” **section** on the Certificate. Other than those listed on the Certificate, some typical exemptions applicable to the University are inserted below item 19 (Other) on page two of the Certificate. If the exemption you are claiming is not listed anywhere on the Certificate, please contact Tax Compliance (621-1957) to verify if the exemption exists and find the statutory citation of the exemption.

The Department that makes the purchase must also complete the “**Certification**” **section** of the Certificate. The individual whose signature on the Certification portion should be the one who authorized the purchase.