

# Texas Sales and Use Tax Exemption Certification

*This certificate does not require a number to be valid.*

|  |   |  |
|--|---|--|
| Name of purchaser, firm or agency<br><b>Southwestern University (EIN 74-1233796)</b> |   |  |
| Address (Street & number, P.O. Box or Route number)<br><b>1001 E. University Ave</b> |   | Phone (Area code and number)<br><b>(512)863-1956</b> |
| Invoice address: <b>PO Box 770</b>   |   |  |
| City, State, ZIP code<br><b>Georgetown, TX 78626</b>                                 | <b>Georgetown, TX 78627</b><br><b>ap@southwestern.edu</b> |  |

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:

**All purchased items, services and rentals**

Purchaser claims this exemption for the following reason:

**Exempt Organization as specified under Texas Administrative Code - Rule 3.322**

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

|           |                                     |                            |                         |
|-----------|-------------------------------------|----------------------------|-------------------------|
| sign here | Purchaser<br><i>Jennifer Martin</i> | Title<br><b>Controller</b> | Date<br><b>1-3-2024</b> |
|           |                                     |                            |                         |

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.  
**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**  
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.**  
**Do not send the completed certificate to the Comptroller of Public Accounts.**