

# Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency <b>Southwestern University</b>		
Address (Street & number, P.O. Box or Route number) <b>1001 E. University Ave</b>		Phone (Area code and number) <b>512-863-1956</b>
Invoice address: <b>PO Box 770</b>		
City, State, ZIP code <b>Georgetown, TX 78626</b>		<b>Georgetown, TX 78627 or 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 purchase 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 <i>Robert Leonard</i>	Title AVP for Finance & Accounting	Date 2-4-25
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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.**