

Guidelines for Pennsylvania Sales Tax Exemption

Cabrini University is exempt from paying Pennsylvania (PA) sales tax on its purchases. An employee making an approved business purchase of goods or services on behalf of the University is responsible to ensure that the seller does not charge PA sales tax on the purchase.

Instructions

Purchases made on-line or in-person using a university issued Procurement Card (PCard), personal credit card or cash may require a signed tax-exemption form be provided.

1. Complete the seller information section prior to making the purchase.
2. Each seller will require its own completed certificate.
3. Email or fax the completed certificate to all on-line sellers.
4. Present a completed hard-copy certificate to all in-person sellers.

Limitations

This is to be used as a multi-state form. Not all states may except the PA exemption form. If a sales tax exemption is required for another state, please contact the Business Office to determine if the University has an exemption certificate for the state. If the out of state purchase is significant and the PA Sales Tax Exemption form is not accepted, the Business Office can obtain the exemption in the other state.

IF EXEMPTION CERTIFICATE IS USED TO PURCHASE GOODS OR SERVICES OF A PERSONAL NATURE, EMPLOYEE MAY BE SUBJECT TO DISCIPLINARY ACTIONS IN ACCORDANCE WITH ALL APPLICABLE LAWS, REGULATIONS, POLICIES AND TERMINATION OF EMPLOYMENT.