



New York State Department of  
**TAXATION and FINANCE**  
OTPA Sales Tax Exempt Organizations Unit  
Building 9 Room 154  
W.A. Harriman Campus  
Albany, NY 12227

January 25, 2013

State University of New York  
University at Buffalo  
Purchasing Department  
224 Crofts Hall Amherst Campus  
Buffalo, NY 14260

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, State University of New York, from the payment of New York State sales and use taxes on their purchases. In order to make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

**Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities.** If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate* from you, the State University of New York may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that the State University of New York is the purchaser, is the only documentation the vendor needs in order to not collect sales tax.

For additional information, please refer to Publication 843, *A Guide to Sales Tax in New York State for Exempt Organizations*, which is available on the New York State Tax Department website at [nystax.gov](http://nystax.gov)

New York State Department of Taxation and Finance  
OTPA-Taxpayer Guidance Division  
Sales Tax Exempt Organizations Unit  
Building 9 Room 154  
W A Harriman Campus  
Albany NY 12227

TO BE RETAINED BY VENDOR AS  
EVIDENCE OF EXEMPT SALE

# 14740026K  
TAX EXEMPTION CERTIFICATE

STATE OF NEW YORK  
For use only by Employees of the State of New York  
or its political subdivisions.

Name of Person or Firm Furnishing Services and/or Materials ..... Date .....

Address .....

This is to certify that I am an employee of the State of New York or one of its political subdivisions; that the services or materials purchased on the date set forth below will be paid for by the State or a political subdivision; and that such charges are incurred in the performance of my official duties.

Nature of Transactions \_\_\_\_\_

Dates of Transactions \_\_\_\_\_

State Dept., Agency or Political Subdivision SUNY@Buffalo

*Margie P. Hewlett*

Signature of Employee

*Budget Adm*

Title

NOTE: A separate exemption certificate is required from each person claiming exemption.

*MA Engineering Dept*

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