



**RUTGERS**

University Procurement Services  
University Finance and Administration  
Rutgers, The State University of New Jersey  
33 Knightsbridge Road, 1<sup>st</sup> Floor East, D100  
Piscataway, NJ 08854

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procure@finance.rutgers.edu

p. 848-932-4375  
f. 732-445-3306

July 1, 2018

Dear Supplier:

**Re: Tax Exempt Status of Rutgers, The State University of New Jersey**

Please be advised that Rutgers, The State University of New Jersey, as an instrumentality of the State of New Jersey, is exempt from sales and use taxes, pursuant to Section 9(a)(1) of the New Jersey Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.). See attached determination of State of New Jersey, Department of the Treasury, Division of Taxation.

An exempt organization certificate or number is not required for Rutgers to make tax exempt purchases. Our official letterhead or official purchase order, signed by a qualified procurement official, and provided to you, is sufficient proof that Rutgers is exempt from paying sales and use taxes.

Please retain this letter in your files.

Sincerely,

A handwritten signature in black ink that reads "Nimesh Patel".

NIMISH PATEL  
Associate Vice President and Chief Procurement Officer



## State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF TAXATION  
P. O. Box 269  
TRENTON, NEW JERSEY 08695-0269

PHILIP D. MURPHY  
*Governor*

ELIZABETH MAHER MUOIO  
*Acting State Treasurer*

SHEILA Y. OLIVER  
*Lt. Governor*

JOHN J. FICARA  
*Acting Director*

Telephone (609) 292-5995 / Facsimile (609) 989-0113

[This letter is undated and does not expire.]

Rutgers, the State University  
33 Knightsbridge Road  
Piscataway, NJ 08854

Dear Sellers/Vendors\* and Government Purchasing Officers:

The entity named above is an agency, political subdivision, or instrumentality of the State of New Jersey and is exempt from Sales and Use Taxes, pursuant to Section 9 (a)(1) of the New Jersey Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.). An agency, political subdivision, or instrumentality of the State is not required to use An Exempt Organization Certificate (Form ST-5) to make tax exempt purchases. **Official letterhead, a purchase order or similar document signed by a qualified officer is sufficient proof that the entity is exempt from paying New Jersey sales tax.** Payment must be made by check, voucher, or electronic payment from a government fund. Purchases of natural gas, electricity or their related transportation or transmission services are **not** exempt. (See N.J.S.A. 54:32B-9(c)(3)).

New Jersey State and local governmental entities making **cash purchases of \$150 or less** from imprest funds may use the Exempt Use Certificate (Form ST-4) except for purchasing room occupancies. Proper use of the ST-4 requires the following: (1) a qualified officer of the agency must sign the form; (2) "Government Entity" must appear in the box on the upper right corner for "PURCHASER'S NEW JERSEY TAXPAYER REGISTRATION NUMBER;" (3) "9(a)" should be filled in the box following "N.J.S.A. 52:32B-;" and the name and title of the agency representative engaged with the seller should appear at the bottom of the form.

Exempt Organization Unit  
Regulatory Services Branch  
New Jersey Division of Taxation

\* Note to Sellers/Vendors: This letter is **not** required for audits/proof of exemption. See pages 26-27 of Bulletin S&U-4, Sales Tax Guide and TB-49: Purchases and Sales by School and Affiliated Organizations.

*The information contained in this letter is specific to the facts or circumstances presented by the inquirer and may not be relied on by any other person or used as advice or precedent for any other matter or person in a similar situation.*