**Instructions for Making Tax-Exempt Purchases at Lowe’s**

State employees can make authorized, tax-free purchases from Lowe’s using a P-Card. All State and agency rules for authorized purchases apply.

Instructions:

1. When making a purchase at Lowe’s, be sure to tell the cashier that your purchase is tax exempt
2. Show them your “La Carte” Purchasing Card (P-Card) which has the State seal, your name, the agency name, and the words “Tax Exempt” stamped on the card
3. The below account number is registered with the State of Louisiana LaCarte Program.
	1. **Lowes** - #301500293\* Note this is a new number. Cardholders must be aware that the number is registered to State of Louisiana LaCarte Card Program, phone number 225-342-8039.  Cardholders must be aware that they do not have the authority to change any information on the tax exempt status
4. If after the purchase you notice that tax was charged, ask the cashier to refund the tax amount. If he/she is not able to do so, go to the Customer Service Desk.

*NOTE*: If tax is charged and not refunded by the store, you will be responsible for reimbursing the agency for the tax amount using personal funds.