



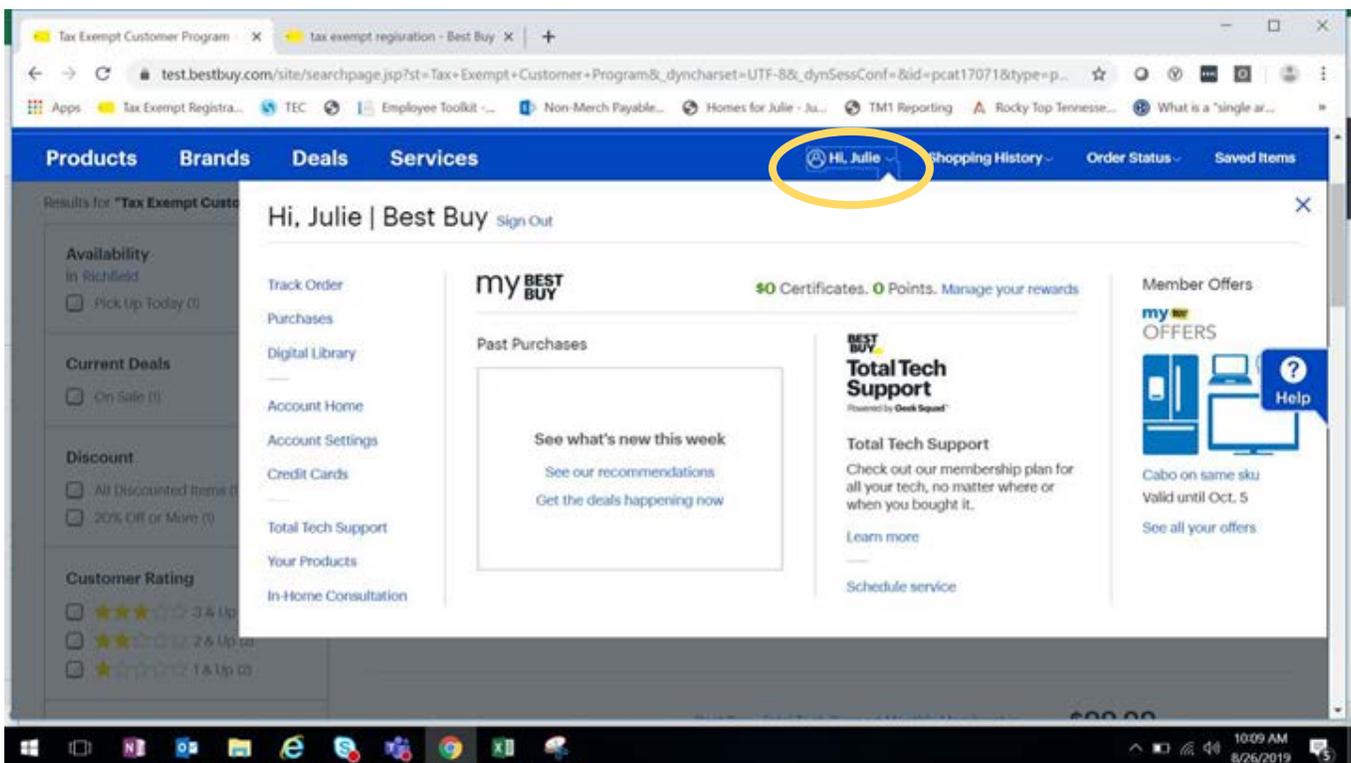
Purchasing Department

700 University Avenue, Coenen Hall 140 | Monroe, LA 71209

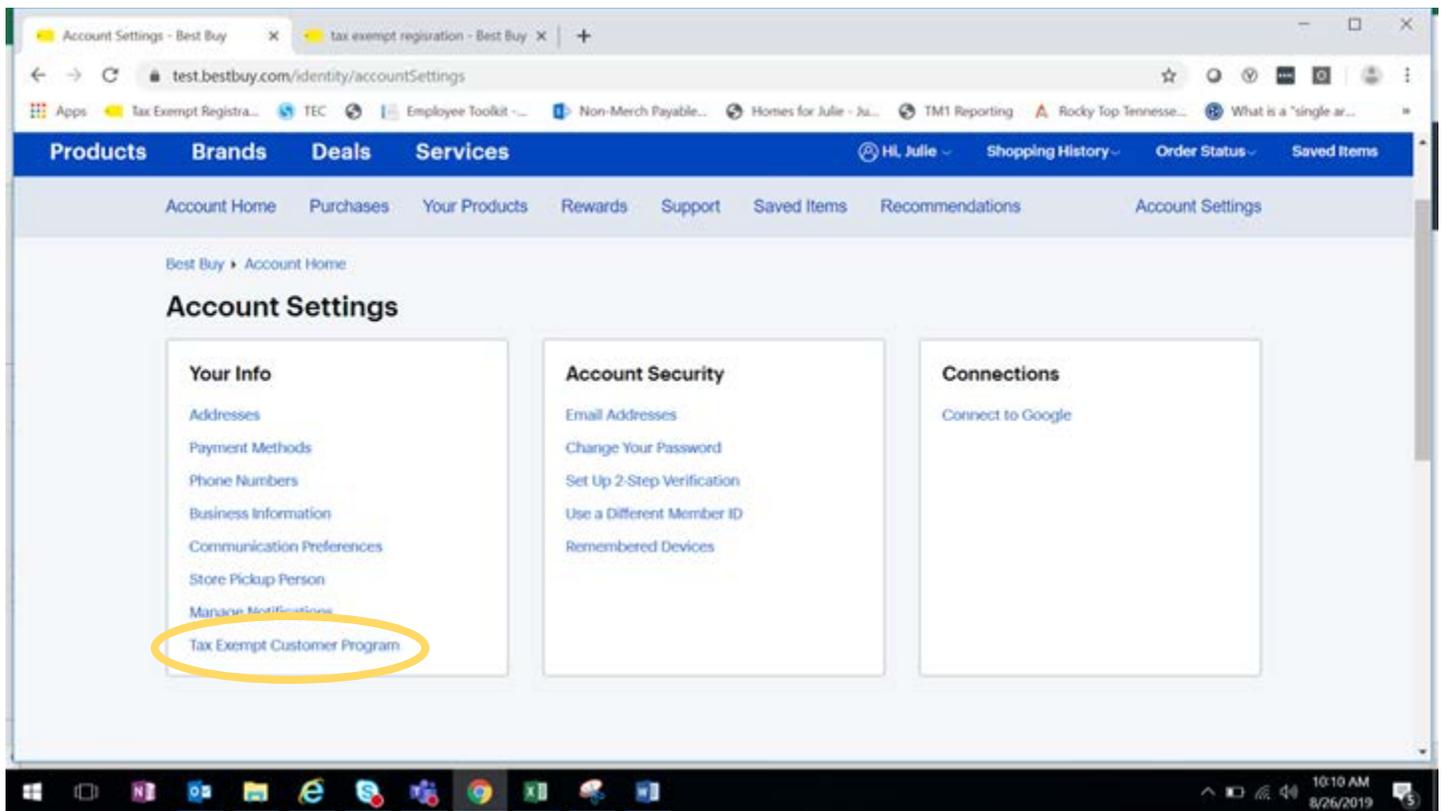
P 318.342.5205 | F 318.342.5218

Best Buy has a new tax-exempt program in place that requires us to manage and maintain the tax exempt certificates. In order to continue to make tax-exempt purchases in store or online, you will need to register for Best Buy's Tax-Exempt Customer Program.

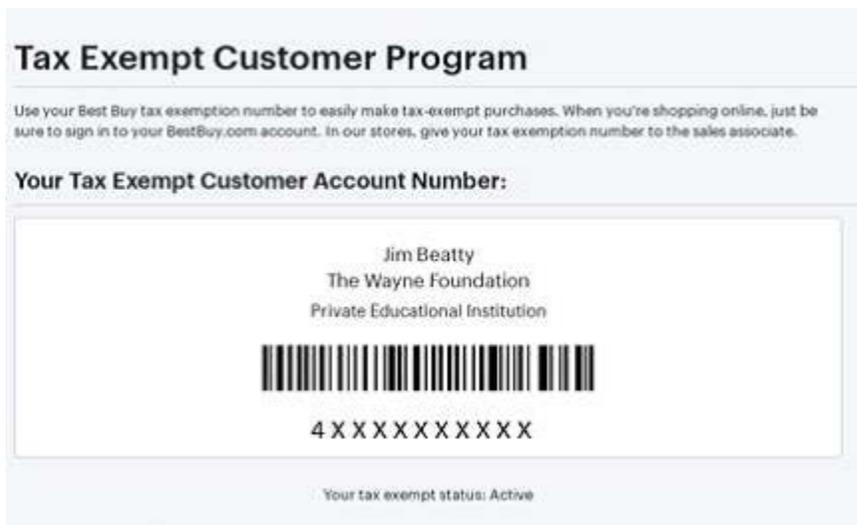
1. Go to the registration portal at: <https://www.bestbuy.com/tax/exempt/registration>, or
2. Go to BestBuy.com and search "tax exempt registration"
3. When logged in to your BestBuy.com Account (using you @ulm.com email address ONLY), go to account settings and click Tax Exempt Customer Program



#TAKEFLIGHT



4. Follow the steps to setup your Tax Exempt Customer Account Number. Once completed you'll receive this information:



5. Send an email to Jay Wiggins at john.wiggins@bestbuy.com with the following information:
 - a. Your new Tax-Exempt Account Number
 - b. Name
 - c. Title
 - d. Phone
 - e. Email Address

If you have further questions, contact Jay via his email above, or by phone at 952.430.0011. You can also place orders via phone or email directly with Jay and he may be able to find a better price.