



Purchasing Department

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Instructions for Making Tax-Exempt Purchases at Wal-Mart

ULM employees can make authorized, tax-free purchases from any Wal-Mart store using a P-Card and the State of Louisiana Customer ID: 192118. All State and ULM rules for authorized purchases apply.

Instructions:

1. When making a purchase at Wal-Mart, 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. And if necessary,
 - a. Show the Wal-Mart Tax Exempt Identification Card (below) to the cashier, and/or
 - b. Call the Wal-Mart Tax Exempt Hotline at (888) 899-7267 (Mon-Fri. 7AM-5PM CT)
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 University for the tax amount using personal funds.

Cut out along the dotted line. Fold in half on the solid line. Carry this 'card' with you when making purchases at Wal-Mart.

<p>The state law where a purchase is made will be observed. Each state has its own laws regarding tax exempt organizations. An exempt organization can be Codes 2, 3, 4 or 5.</p>	Wal-Mart
<p>A business (Code 1) may purchase tax exempt items only for RESALE. State Law requires us to collect Sales Tax on supplies and other items that are used in the business.</p>	<p><u>Tax Exempt</u> <u>Identification Card</u></p>
<p>Warning: Improper use of this card may be in violation of state criminal and tax laws and subject the offending party to penalties of perjury in addition to tax, penalty, and interest on improperly purchased goods.</p>	<p>Business or</p>
<p>Wal-Mart Stores, Bentonville AR 72716</p>	<p>Organization Name: <u>State of Louisiana</u></p>
<p>1-800-WAL-MART</p>	<p>Customer ID Number: <u>192118</u></p>
	<p>Purpose Code: 1-Resale 2-Charitable 3-Religious 4-Educational</p>
	<p>(Circle One) <input checked="" type="radio"/> 5-Government Agency 6-Farmer 7-Miscellaneous</p>
	<p>Issuing Store Number: <u>1193</u> Issuing State: <u>LA</u></p>
	<p>Signature: _____</p>
	<p>Rev. 8/02 997675</p>