



## Purchasing Department

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

P 318.342.5205 | F 318.342.5218

### 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> <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>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 style="text-align: center;"><b>Wal-Mart</b></p> <p><u>Tax Exempt</u> _____ <u>Identification Card</u> Business or Organization Name: <u>State of Louisiana</u></p> <p>Customer ID Number: <u>192118</u></p> <p>Purpose Code: 1-Resale 2-Charitable 3-Religious 4-Educational (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 <span style="float: right;">997675</span></p>
Wal-Mart Stores, Bentonville AR 72716	1-800-WAL-MART

# Instructions for Making Tax-Exempt Purchases Online at Walmart.com

**NOTE:** You will need to register for a tax exempt account at walmart.com prior to making a tax exempt purchase as the request has been reviewed and approved.

1. Go to: <https://www.walmart.com/taxexempt/>
2. If you have an account setup using your @ulm.edu email, log in using those credentials. If not, follow the instructions to create an account using your @ulm.edu email address.
3. Follow the instructions and complete the information requested for the Tax Exempt request.

Here is some of the information you will be asked to provide. Be sure to insert your correct contact and delivery information. The items highlighted in yellow below are what you should enter or select.

Address: 700 University Ave

Apt, suite, building, c/o (optional): Coenen Hall 140

City: Monroe

County: Ouachita

State: Louisiana

Zip Code: 71209

Phone Number: (318) 342-5205

Cell Phone (optional): N/A

Certificate Signer's Name: Mark Labude

Certificate Signer's Title: Controller

Organization Purpose: Educational

Organization Type: Schools, Universities and Libraries

Organization tax exempt categories: Books, Office Supplies, Janitorial Supplies, Other, Cleaning Supplies, Electronics

State and Certificates

Louisiana Sales Tax License#: 726001695, Expiration Date: 10/06/2025