



July 1, 2010

Subject: Tax Exempt Status, Columbia University
Purchasing Cardholders

To Whom It May Concern:

Please be advised that Columbia University is sales tax-exempt in the state of _____ (Exemption number _____, certificate attached).

_____ was authorized to make the following purchase using a University-issued Purchasing Card:

Order No. _____, dated _____, 201__

We are requesting that the sales tax be credited for these transactions.

The orders were processed and paid using a University-issued Purchasing Card (VISA). The card is embossed with _____ name and Columbia University.

Please feel free to contact me at 212-851-4090 or hs221@columbia.edu if you have any questions or require additional information.

Thank you,

Helga T. Strobel-Pedisich
Manager, Procurement Card Programs