



# BUSINESS AND FINANCIAL SERVICES

## COLORADO STATE UNIVERSITY

**From:** Tax Accounting Office  
**To:** CSU Faculty and Staff  
**Subject:** Instructions - Michigan Certificate of Exemption

Dear CSU Faculty and Staff,

Colorado State University is exempt from Michigan sales tax on purchases made for official university business using university funds. To utilize this exemption:

1. **Complete the Michigan Certificate of Exemption (Form 3372)**
  - **Access the Form:** [Michigan Form 3372](#)
  - **Sections 1 & 2:** Indicate the type of purchase (one-time or blanket), the seller's name, and address. Specify that the certificate applies to all items being purchased.
  - **Section 3 – Basis for Exemption Claim:** Select item **5 – Government Entity** to indicate CSU's tax-exempt status.
  - **Section 4 – Certification:** Employees without delegated signature authority may complete and sign this form, as confirmed by CSU's Office of General Counsel. Provide your signature, printed name, title, and date.
2. **Present the Completed Form to the Vendor**
  - Submit the completed **Form 3372** to the vendor at the time of purchase.
  - Ensure all purchases are made using university funds (e.g., procurement card or purchase order).

### Important Notes

- Vendors may request additional documentation to verify CSU's tax-exempt eligibility.
- Some vendors may choose not to honor the exemption. If refused, consider another supplier.
- Please review the instructions on **page 2 of Form 3372** for additional details.

For assistance, contact the Tax Accounting Office at [BFS\\_Tax\\_Accounting@Mail.ColoState.EDU](mailto:BFS_Tax_Accounting@Mail.ColoState.EDU).

Sincerely,

Colorado State University  
Business & Financial Services  
Tax Accounting Office