



**BUSINESS AND  
FINANCIAL SERVICES  
COLORADO STATE UNIVERSITY**

From: Tax Accounting Office  
To: CSU Faculty and Staff  
Subject: Instructions – Rhode Island Certificate of Exemption

Dear CSU Faculty and Staff,

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

**1. Present the Rhode Island Certificate of Exemption**

- Provide a copy of CSU's **Certificate of Exemption** to the vendor before making a purchase.
- Purchases must be made using university funds (e.g., procurement card or purchase order).

**2. Follow the Exemption Rules**

- The exemption applies only to purchases made by the organization itself for its own purposes and not for purchases made by any of its members individually.
- An individual member or group of members belonging to the organization must pay the tax when purchasing meals or other tangible personal property for their individual or collective use or consumption.

**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.

For assistance, contact the Tax Accounting Office at **BFS\_Tax\_Accounting@Mail.ColoState.EDU**.

Sincerely,

Colorado State University  
Business & Financial Services  
Tax Accounting Office



**State of Rhode Island**  
**DIVISION OF TAXATION**  
One Capitol Hill  
Providence, RI 02908-5800



Phone: (401) 574-8962  
TTY Via 711  
Fax: (401) 574-8916

05/09/2024

## CERTIFICATE OF EXEMPTION

COLORADO STATE UNIVERSITY  
555 S HOWES ST  
FORT COLLINS CO 80523-6003

Notice ID: 10017335190

THIS IS TO CERTIFY THAT THE ABOVE-NAMED INSTITUTION HAS QUALIFIED FOR EXEMPTION PURSUANT TO THE PROVISIONS OF THE RHODE ISLAND SALES AND USE TAX ACT, CHAPTER 18, TITLE 44, OF THE GENERAL LAWS OF 1956, AS AMENDED, AND IS ACCORDINGLY EXEMPT FROM THE PAYMENT OF THE SALES TAX ON SALES MADE TO IT AND FROM THE USE TAX ON THE STORAGE, USE OR OTHER CONSUMPTION OF TANGIBLE PERSONAL PROPERTY BY IT.

A handwritten signature in cursive script, reading "NSavage", positioned above a horizontal line.

NEENA S. SAVAGE  
TAX ADMINISTRATOR

**CERTIFICATE NUMBER:** 215750642

**DATE ISSUED:** 05/09/2024

**EXPIRES:** 05/10/2028