Standard Municipal Home Rule Affidavit of Exempt Sale

This form is provided by home rule municipalities within the State of Colorado to record supporting information for any transaction on which an exemption from tax is claimed. The form is maintained by the seller for tax-exempt sales.

Furnish this form to the seller. Do not return this form to the taxing jurisdiction.

Purchase Details

☐ **Purchase for resale - or -** ☐ **Purchase for wholesale** **(Qualifications may vary by jurisdiction – see instructions)**

State license number (not FEIN number):_____ Expiration_____

Local license number (if applicable):_____ Issuing municipality:_____

☐ I affirm items purchased are for resale/wholesale in the ordinary course of business. Initial_____

☐ **Purchase by charitable organization** **(Exemptions may vary by jurisdiction)**

State tax-exempt number (not FEIN number):_____

Local tax-exempt number (if applicable):_____ Issuing municipality:_____

Payment information (required to meet one of the following):

☐ Paid by cash and accompanied by a purchase order from the organization

☐ Paid by check drawn on funds of the exempt organization

☐ Paid by purchasing card bearing information of the exempt organization

The embossed name of the card is:_____

☐ Paid by commercial card not a personal credit card - card's last four digits:_____

☒ **Purchase for federal, state, or local government**

Credit card number (first six and last four only:_____-_____XX-XXXX-_____

Federal government (payment information – required to meet one of the following):

☐ GSA SmartPay3 card – fleet card with picture of a road

☐ GSA SmartPay3 card – purchase card with picture of an eagle

☐ GSA SmartPay3 card – travel card with picture of an airplane

☐ GSA SmartPay3 card – tax advantage card with picture of a hotel and car

☐ GSA SmartPay3 card – integrated card with picture of a globe

State and local government (payment information – required to meet one of the following):

☐ Paid by cash and accompanied by purchase order issued by the government agency

☒ Paid by check issued by and drawn on funds from the government agency

☐ Paid by government purchase card as designated on the card

State tax-exempt number printed on the card (Colorado only):_____

☐ Check if the card states "for official state use only" or "tax exempt"

☐ **Purchase for foreign and diplomatic exemptions (required to meet the following):**

☐ Purchaser presents a state department issued card with the name/photo of the bearer on the card.

If presented with this card, documentation of form of payment is not required (excluding mission card).

☐ **Other qualified exemption**

Nature of exemption:_____ Exempt number:_____

Purchaser Information

Legal Name of Company/Organization/Agency Name			Purchaser Name (Printed)	
REGENTS OF THE UNIVERSITY OF COLORADO			REGENTS OF THE UNIVERSITY OF COLORADO	
Address	**City**		**State**	**Zip + 4**
1800 GRANT ST, SUITE 600	DENVER		CO	80203
Phone	**State / Driver License #**	**Description of Normal Course of Business**		
303-837-2138		STATE INSTITUTION OF HIGHER LEARNING		

Under penalty of perjury, I swear or affirm that the information on this form is true and correct as to every material matter. I affirm that the items purchased tax-exempt will be used for official business of the above-named organization or agency. I accept that I remain directly liable for the taxes and any applicable penalty or interest if my purchase is found to not qualify for the exemption or if the information asserted in this form is deemed fraudulent.

Signature	Date
Naomi C Kuehl	2/26/2025

Seller Verification

Seller Name	Location #	Date	Transaction ID	Employee ID# / Initials

Description of Items Purchased or Attach Duplicate Receipt/Invoice	Exempted Amount of Purchase