

## **SALES TAX**

As a tax-exempt organization, all purchases made by Molloy College are not subject to sales tax. As a result, all purchases, including individual requests for reimbursements, should exclude all sales taxes. NYS Exempt Organization Exempt Purchase Certificates are available in the accounting office.

On a related note, Molloy's Exempt Organization Certificate may never be used when purchasing goods for personal (non-College) use. Such use is a violation of NYS law, and subject to College disciplinary action. Some stores and vendors may assert their right to not accept the form unless there is proof that the purchase is intended for the college, and some may require payment with a Molloy College credit card or check. If there is a problem with use of the certificate, please contact the accounting office to find acceptable, established purchasing methods without paying sales tax. Remember, paying unnecessary sales taxes often offsets what appear to be low prices.

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