

SALES TAX EXEMPTION GUIDELINE

For more information Contact: purchasingcards@palmbeachschools.org Please find the Sales Tax Exemption guidelines below with vendors listed alphabetically. As you use this guideline, if you find information missing or want a vendor added, please email "Purchasing Card System" in order that the guidelines are updated for others to use. **Definitions:** Consumer's Certificate of Exemption means District's Tax Exempt Certificate **#85-8013897253C-1** (expires 11.30.12)

ACE EDUCATIONAL SUPPLIES

On-Line Orders www.ace-educational.com

All Palm Beach County School District Purchasing Cards are tax exempt.

Over-the-Counter Orders

No local outlet available.

Phone Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Fax Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

ASCD PROGRAMS, PRODUCTS & SERVICES

On-Line Orders www.ascd.org

All Palm Beach County School District Purchasing Cards are tax exempt.

Over-the-Counter Orders

No local outlet available.

Phone Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Fax Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

B.J.'s WHOLESALE CLUB

Over-the-Counter Orders

First Time Purchase In order to establish tax exemption status at B.J.'s, each individual cardholder should present the Consumer's Certificate of Exemption and Purchasing Card to the Customer Service Department.

Following Purchases Future purchases are tax exempt

BARNES AND NOBLE

On-Line Orders www.barnesandnoble.com Tax exemption cannot be performed for all on-line orders.

Over-the-Counter Orders

Cardholder should present the Consumer's Certificate of Exemption at time of check-out.

Fax Orders

Cardholder should fax the Consumer's Certificate of Exemption along with the order.

CDW GOVERNMENT, INC

On-Line Orders www.cdwg.com

All Palm Beach County School District Purchasing Cards are tax exempt.

Over-the-Counter Orders

No local outlet available.

Fax Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Phone Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Note: When new cards are issued, the Purchasing Card Administrator sends card numbers/names to CDW Government for sales tax exemption.

CITATION COMMUNICATIONS

Over-the-Counter Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Fax Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Phone Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

DELL COMPUTERS

On-Line Orders www.dell.com

In order to receive tax exemption for online purchases from Dell, when you enter Dell’s website you should click on the heading “K-12 Education”. A prompt appears for you to enter your county and state. Your order will then be tax exempt and you will receive the District’s discounts.

Over-the-Counter Orders

All orders that are purchased under the PBCSD contract agreement are tax exempt.

Phone Orders

Inform vendor, “This is a PBCSD School”; all orders placed under PBCSD contract agreement are tax exempt.

Fax Orders

On the fax state, “This is a PBCSD School”; all orders placed under the “PBCSD” contract agreement are tax exempt.

FLORIDA EDUCATIONAL

On-Line Orders www.fetc.org

Florida Educational system recognizes all orders placed by PBCSD as tax exempt.

Over-the-Counter Orders

No local outlet available.

Phone Orders

Florida Educational system recognizes all orders placed by PBCSD as tax exempt.

Fax Orders

Florida Educational system recognizes all orders placed by PBCSD as tax exempt.

GOPHER SPORT

On-Line Orders www.gophersport.com

All items that are ordered and shipped to Florida are not subjected to state sales tax.

Over-the-Counter Orders

No local outlet available

Phone Orders

All items that are ordered and shipped to Florida are not subjected to state sales tax.

Fax Orders

All items that are ordered and shipped to Florida are not subjected to state sales tax.

GOVCONNECTION, INC

On-Line Orders www.govconnection.com

All Palm Beach County School District Purchasing Cards are tax exempt.

Over-the-Counter Orders

No local outlet available.

Phone Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Fax Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

HOME DEPOT

On-Line Orders www.homedepot.com

No tax exemption policy; all orders placed on-line are considered taxable.

Over-the-Counter Orders

You should take a copy of the Consumer’s Certificate of Exemption to the “Service Desk” and fill out Home Depot’s in-store tax exemption form for sales tax exemption.

Note: Same procedure at all stores for each purchase.

INTERNATIONAL READING

On-Line Orders www.reading.org

All PBCSD membership identification numbers are tax exempt.

Over-the-Counter Orders

No local outlet available.

Phone Orders

All PBCSD membership identification numbers are tax exempt.

Fax Orders

All PBCSD membership identification numbers are tax exempt.

INTERSTATE BATTERY

On-Line Orders www.interstatebatteries.com

All Palm Beach County School District Purchasing Cards are tax exempt.

Over-the-Counter Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Fax Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Phone Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

LAINHART & POTTER BUILDING MATERIALS

Over-the-Counter Orders

Display your card and Driver's License at the check-out counter; all orders purchased under the PBCSD contract are tax exempt.

Phone Orders

Inform vendor, "This is a PBCSD School"; all orders placed under PBCSD contract are tax exempt.

Fax Orders

On fax state, "This is a PBCSD School"; all orders placed under the "PBCSD" contract are tax exempt.

LAKESHORE LEARNING MATERIALS

On-Line Orders www.lakeshorelearning.com

All PBCSD accounts have the Consumer's Certificate of Exemption on file. However, when using the Purchasing Card, make sure to check the box labeled "**Tax Exempt**" when entering the billing information on-line. Once you check the box, it will then prompt you to enter the tax exemption number.

Over-the-Counter Orders

No local outlet available.

Phone Orders

Inform vendor, "This is a PBCSD School"; all orders placed under PBCSD contract agreement are tax exempt.

Fax Orders

State on the fax, "This is a PBCSD School" and enter the Consumer's Certificate of Exemption number into the "TAX EXEMPT" field of the order form; all orders placed under the "PBCSD" contract agreement are tax exempt.

LOWES

On-Line Orders www.lowes.com

On-line orders are not tax exempt when delivered to your school or department.

Note: If the on-line order is delivered to a local store for customer pick-up, the sales tax can be removed from the invoice by showing your Consumer's Certificate of Exemption.

Over-the-Counter Orders

First Time Each cardholder should put a Consumer's Certificate of Exemption on file at the Customer Service Desk in each store where purchases are made. Once the tax exempt certificate is on file, the cardholder should receive a "code number" that identifies a card as tax exempt.

Following Purchases Cardholders making purchases should let the cashiers know the transaction is tax exempt using the "code number" assigned to their account.

MELISSA FORNEY ENTERPRISES

On-Line Orders www.melissaforney.com

All PBCSD accounts are tax exempt, per contract agreement. However, when using the Purchasing Card, check the box labeled “Tax Exempt” when entering the billing information on-line. Once you check the box, the prompt appears for the sales tax exemption number.

Over-the-Counter Orders

No local outlet available.

Phone Orders

Inform vendor, “This is a PBCSD School”; all orders placed under PBCSD contract agreement are tax exempt.

Fax Orders

On fax state, “This is a PBCSD School”; all orders placed under the “PBCSD” contract agreement are tax exempt.

MICHAEL’S

On-Line Orders www.michaels.com

Sales tax exemption cannot be performed for any online purchases.

Over-the-Counter Orders

Cardholder should present the Consumer’s Certificate of Exemption at time of check out.

Phone Orders

Once you have placed your order and received an order confirmation number from the Customer Service Agent, you should:

1. Ask the customer service agent’s name and fax number
2. Mention you are faxing the:
 - Customer service agent’s name,
 - Order confirmation number, and
 - The Consumer’s Certificate of Exemption

Fax Orders

The Consumer’s Certificate of Exemption should be faxed with your order.

NASCO

Over-the-Counter Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Phone Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Fax Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

OFFICE DEPOT

bid pricing for Office Supplies – Catalog Discount - <http://www.palmbeachschools.org/purchasing/bids/purch/contract/index.asp#O>

On-Line Orders www.officedepot.com

Orders placed using the District’s Purchasing Card are tax exempt.

Over-the-Counter Orders

Orders placed using the District’s Purchasing Card are tax exempt.

Phone Orders

Orders placed using the District’s Purchasing Card are tax exempt.

Fax Orders

Orders placed using the District’s Purchasing Card are tax exempt.

Note: When new cards are issued, the Purchasing Card Administrator sends card numbers/names to Office Depot for sales tax exemption.

CONTACT: Shiely Voltz @ 561-438-0892 or Shiely.Voltz@officedepot.com

ORIENTAL TRADING

On-Line Orders www.orientaltrading.com

All items that are ordered and shipped to Florida are not subjected to state sales tax.

Over-the-Counter Orders

No local outlet available.

Phone Orders

All items that are ordered and shipped to Florida are not subjected to state sales tax.

Fax Orders

All items that are ordered and shipped to Florida are not subjected to state sales tax.

PUBLIX

Over-the-Counter Orders

In order to receive tax exemption, the cardholder should check-out at the "Customer Service Desk" and present a copy of the Consumer's Certificate of Exemption.

****This applies to all Publix stores****

QUALPATH

On-Line Orders www.qualpath.com

All Palm Beach County School District Purchasing Cards are tax exempt.

Over-the-Counter Orders

No local outlet available.

Phone Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Fax Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

READING RECOVERY

On-Line Orders www.readingrecovery.org

All schools and departments are registered as tax exempt members with Reading Recovery.

Over-the-Counter Orders

No local outlet available.

Phone Orders

All schools and departments are registered as tax exempt members with Reading Recovery.

Fax Orders

All schools and departments are registered as tax exempt members with Reading Recovery.

SOFTWARE HOUSE INTERNATIONAL

(Contact: Robert Sueter 800-543-0432)

On-Line Orders

N/A

Over-the-Counter Orders

No local outlet available.

Phone Orders

Tax exemption certificate is automatically recognized with all Palm Beach County School District accounts.

Fax Orders

Tax exemption certificate is automatically recognized with all Palm Beach County School District accounts.

SSI SCHOOL SPECIALTY

On-Line Orders www.beckleycardy.com

All Palm Beach County School District Purchasing Cards are tax exempt.

Over-the-Counter Orders

No local outlet available.

Phone Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Fax Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

STAPLES

bid pricing for Office Supplies – Catalog Discount - <http://www.palmbeachschools.org/purchasing/bids/purch/contract/index.asp#O>

On-Line Orders www.staples.com

First Purchase

After submitting your order, each cardholder should fax Staples @ 888.823.8503 the following:

1. Staple's order number,
2. Cardholder's telephone number, and
3. The Consumer's Certificate of Exemption.

This order will be taxed. However, a refund will be generated once clearance is obtained through the Tax Department at Staples.

Future Purchase When ordering, enter the sales tax exemption number into the "CUSTOMER/STAPLES BUSINESS REWARDS NUMBER" field. All future purchases are tax exempt.

Over-the-Counter Orders

Cardholder must present the Consumer's Certificate of Exemption at time of check out.

Fax Orders

First Purchase Each cardholder should fax Staples @ 888.823.8503 the following:

- 1. The order form with your telephone number listed
- 2. The Consumer's Certificate of Exemption
- 3. Copy of the Purchasing Card

This order will be taxed. However, a refund will be generated once clearance is obtained through the Tax Department at Staples.

Future Purchase When ordering, enter the sales tax exemption number into the "CUSTOMER/STAPLES BUSINESS REWARDS NUMBER" field. All future purchases receive tax exemption.

**CONTACT: Danny Mitz - Danny.Mitz@Staples.com
561.414.7538**

STOP, LOOK & LEARN

Over-the-Counter Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Phone Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Fax Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Note: When new cards are issued, the Purchasing Card Administrator sends card numbers/names to Stop, Look, & Learn for sales tax exemption.

TARGET

On-Line Orders www.target.com

First Purchase Place your order as usual at Target.com. Once you have submitted your order and have received the order confirmation number, each cardholder should fax to 1.206.266.2005 the following information:

- 1. Mark your fax "ATTN: Tax-Exempt"
- 2. Your e-mail address
- 3. Target's order number, and
- 4. A copy of the Consumer's Certificate of Exemption.

Note: This information should be submitted only once.

Future Purchases Once your Purchasing Card is registered after your first purchase, all future purchases are tax exempt.

Note: Target does suggest to check all transactions to make sure sales tax was not included in error. If tax is added in error after you have submitted a certificate, contact the Guest Service Representative at 1.800.591.3869

Over-the-Counter Orders

Tax exemption is valid at all Target stores when using the Purchasing Card; Target only requires the tax-exempt number on your card. After the transaction is complete, an additional receipt prints which should be signed by the cardholder and handed to the cashier.

WALMART

On-Line Orders www.walmart.com

First Time Purchase The District's Tax-Exempt Certificate is already on file at Wal-Mart; there is no need to submit another one. Follow "Future Purchases" procedures.

Future Purchases When placing an order on-line, you should fax or email (preferred method) Wal-Mart's Customer Service each time an order is placed. The District's Wal-Mart contact for online tax-exemption is:

Chuck Arney E-mail: c0arney@walmart.com Fax: 479.277.0840 Phone: 479.204.3640

Please include in your fax/email:

- 1. WalMart's order number
- 2. Our Customer I.D. #22094197

Note:

• Sales tax will likely not be charged to your account if you fax/email the above information prior to the day's close. If tax does get charged to your order, a credit should appear in People Soft.

• The status of your tax adjustment can be checked anytime on Wal-Mart's website at "Your Account", "Purchase History", and then check each order placed for the expected credit.

Over-the-Counter Orders

First Time Purchase Each cardholder should provide the Consumer's Certificate of Exemption to store "Customer Service Center". Wal-Mart files a certificate and issues the cardholder a gray "Wal-Mart Tax-Exempt Card" (about the size of a credit card), with a "pin" type code number.
Following Purchases When making a purchase show "Wal-Mart Tax-Exempt Card".

Note:

- Tax-exempt cards issued by your local store can be used at any store regardless of which store issued it.
- For local stores, the contact person in Wal-Mart's Tax Department for tax-exempt questions is Chuck Arney 479.204.3640.

WW GRAINGER

Over-the-Counter Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Phone Orders

All Palm Beach County School District Purchasing Cards are tax exempt.

Fax Orders

All Palm Beach County School District Purchasing Cards are tax exempt.