

**Sales Tax on UA Purchases (Chart A)**

**Was Sales Tax Charged?**

**No**

Sales tax was correctly not charged - leave as is

**Yes**

What is the shipping/use destination for the purchase?

Alabama or other state in which UA is exempt (Click to check exemptions for other states)

State in which UA is not exempt

Can the vendor remove taxes from the invoice? Or, if taxes were already charged to P-card, can the vendor credit the taxes back to the card? Provide sales tax exemption information to the vendor and ask for Tax Office help if needed

Sales tax was correctly charged - charge the sales tax to Chart A

**Yes**

Pay the revised invoice with sales tax correctly not charged or apply the sales tax and the sales tax credit to a Foundation FOAP

**No**

Charge the sales tax to a Foundation FOAP