

**Sales/Use Tax on Foundation Purchases
(Charts C, L, N, & T)**

Was Sales Tax Charged?

Yes

Sales tax was correctly charged - leave as is

No

What was the method of payment?

Concur/Invoice payment request

P-card

Is the purchase subject to sales tax?
(Click to see examples)

Tax Office will review to report and pay use tax if applicable

No

Sales Tax was correctly not charged - leave as is

Yes

Can the vendor add taxes to the invoice?

Yes

Pay the revised invoice with sales tax correctly charged

No

Send a copy of the invoice to the Tax Office for inclusion in the use tax filing