



BUSINESS AND FINANCIAL SERVICES COLORADO STATE UNIVERSITY

From: Tax Accounting Office
To: CSU Faculty and Staff
Subject: Instructions - Idaho Certificate of Exemption

Dear CSU Faculty and Staff,

Colorado State University is exempt from Idaho sales tax on official university business purchases made with university funds. To utilize this exemption:

1. **Complete the Idaho Exemption Certificate (Form ST-101)**

- **Access the Form:** [Idah Form ST-101](#)
- **Purchaser Information:**
 - Buyer's Name: **Colorado State University**
 - Address: **555 South Howes Street, Fort Collins, CO 80523-6003**
 - Federal EIN: **84-6000545**
- **Seller Information:** Enter the vendor's name and address.
- **Section 3 – Exempt Buyer:** Check **Schools** to indicate CSU's tax-exempt status.
- **Signature:** *Employees without delegated signature authority may complete and sign this form, as confirmed by CSU's Office of General Counsel.*

2. **Present the Completed Form to the Vendor**

- Provide the completed **Form ST-101** to the vendor when making a purchase.
- Ensure purchases are made using university funds (e.g., procurement card or purchase order).

Important Notes

- Vendors may request additional documentation to verify CSU's tax-exempt eligibility.
- Some vendors may choose not to honor the exemption. If refused, consider another supplier.

For assistance, contact the Tax Accounting Office at **BFS_Tax_Accounting@Mail.ColoState.EDU**.

Sincerely,

Colorado State University
Business & Financial Services
Tax Accounting Office