

For more information, view the Student Organization Manual online at [www.wittenberg.edu/orgs](http://www.wittenberg.edu/orgs).

\*Whenever an individual, organization, or department makes a purchase on behalf of the University, sales tax should not be paid.

01

BEFORE YOU GO SHOPPING, PICK UP A BLANK CERTIFICATE OF EXEMPTION OR TAX EXEMPTION CARD FROM THE OFFICE OF STUDENT INVOLVEMENT.

02

WHILE SHOPPING, BEFORE THE CASHIER RINGS UP YOUR ITEMS, PROVIDE THE CASHIER WITH THE BLANK CERTIFICATE OF EXEMPTION. ENSURE NO TAX IS CHARGED ON THE RECEIPT. TAKE A PHOTO OF YOUR RECEIPT IN CASE IT IS LOST.