

**State of New Jersey**

DEPARTMENT OF THE TREASURY

DIVISION OF TAXATION

PO BOX 269

TRENTON NJ 08646-0269

March 4, 1998

CHRISTINE TODD WHITMAN
GovernorJAMES A. D'ELIUTERO, JR.
State Treasurer

In reply respond to:

New Jersey Institute of Technology
University Heights
Newark, NJ 07102-1982

Dear Purchasing Officers and Vendors:

The New Jersey Institute of Technology is an instrumentality of the State of New Jersey and is exempt from sales and use taxes, pursuant to Section 9 (a)(1) of the New Jersey Sales and Use Tax Act (N.J.S.A. 54:32B-1 *et seq.*). An exempt organization certificate or number is not required for the New Jersey Institute of Technology to make tax exempt purchases. Your official letterhead or official purchase order signed by a qualified officer is sufficient proof for your vendor that you are exempt from paying the sales tax. Payment must be made by government check or voucher.

Federal agencies, New Jersey state agencies and municipal agencies making purchases in the amount of one hundred fifty dollars (\$150) or less from imprest funds may use the Exempt Use Certificate (Form ST-4) to be relieved of making such purchases by government check or voucher. The Exempt Use Certificate must be signed by a qualified officer of the agency. In the block marked "Purchaser's Certificate of Authority Number" on the Exempt Use Certificate, the words "Governmental Agency" should be inserted. In the block provided for the exempting citation, the indicia "9(a)" should be written. The name and position of the person dealing with the vendor must be given at the bottom of the certificate. We are enclosing a copy of the Exempt Use Certificate for your convenience.

Very truly yours,

A handwritten signature in cursive script that reads "Dorothy Aicher".

Dorothy Aicher
Tax Services Specialist
Tax Services Branch
Technical Services ActivityDA:sp
Enclosure