State of Colorado

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Department of Personnel
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Division of Finance & Procurement
State Purchasing Office
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633 17th Street, Ste. 1520
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Phone (303) 866-3986
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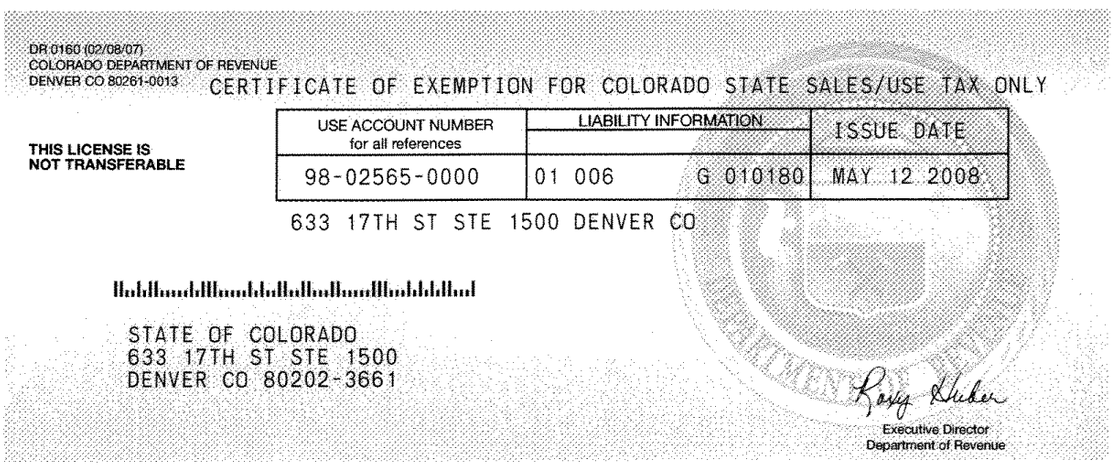
www.colorado.gov/travel

State of Colorado
State Tax-Exempt Certificate

(Revised 06/06/12)

The State of Colorado has expanded the Commercial Card options used to facilitate approved official business expenses. The card provider is CitiBank VISA in which the State Tax-Exempt Central Travel card and State Tax-Exempt ONE card. These card types can be used to manage occasional travelers by third-party billing, displays the employee name, the state seal [or governmental entity logo] in the upper left corner and reads "Tax Exempt" followed by State of Colorado tax exemption number [or governmental entity exempt number] allowing qualified purchases to be *exempt* from state tax. To facilitate travel related purchases, the State Travel Management Program is providing a copy of the State Tax-Exempt Certificate and samples of the CitiBank VISA travel card options.


DR 0160 (02/08/07)
COLORADO DEPARTMENT OF REVENUE
DENVER CO 80261-0013

CERTIFICATE OF EXEMPTION FOR COLORADO STATE SALES/USE TAX ONLY

THIS LICENSE IS NOT TRANSFERABLE

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION	ISSUE DATE
98-02565-0000	01 006 G 010180	MAY 12 2008

633 17TH ST STE 1500 DENVER CO

STATE OF COLORADO
633 17TH ST STE 1500
DENVER CO 80202-3661

Executive Director
Department of Revenue

CENTRAL TRAVEL CARD

State Tax-Exempt

The Central Travel Card displays the words "C O R P O R A T E" and "FOR APPROVED BUSINESS USE ONLY." State agencies and institutions of higher education also have the option of placing their respective logos on their cards or use the State seal. The central travel card includes the agency's tax exemption number that begins with "98" followed by five digits. The bottom of the card displays the name of the authorized cardholder or business unit to whom the card is issued (authorized to purchase on behalf of the state).

ONE CARD

State Tax-Exempt

The ONE card displays the words "C O M M E R C I A L" and "FOR APPROVED BUSINESS USE ONLY." State agencies and institutions of higher education also have the option of placing their respective logos on their cards or use the State seal. The one card includes the agency's tax exemption number that begins with "98" followed by five digits. The bottom of the card displays the name of the authorized cardholder or business unit to whom the card is issued (authorized to purchase on behalf of the state).

Individually-billed Travel Card

***NOT** State Tax-Exempt*

The **Individual Joint/Several Travel Card** displays the words "C O R P O R A T E" and "FOR APPROVED BUSINESS USE ONLY." State agencies and institutions of higher education also have the option of placing their respective logos on their cards or use the State seal. The individual joint/several travel card does not qualify for tax-exempt status. Therefore, the card includes the words "**Not State Tax Exempt**" to avoid unnecessary confusion by merchants. The bottom of the card displays the name of the authorized cardholder to whom the card is issued (authorized cardholder of the state).

Please Note: Due to Payment Card Industry (**PCI**) Data Security Standards representatives of the State of Colorado are no longer allowed to provide copies of the back of **ANY** state issued credit card. Any requests for a copy of the front of a credit card shall be provided *only* if the credit card number has been protected prior to being copied. Violations shall be reported to the appropriate governing body, VISA or MasterCard.

"Working Together To Serve Colorado"