

# Affidavit of Non-Taxable Sale to a Tax-Exempt Organization

The undersigned declares, under penalties of perjury, that the tangible personal property or taxable service purchased without payment of otherwise applicable Colorado sales tax(es) from

**Partner Purchasing Group  
dba ChurchPartner , Private School Partner, & Preschool Partner  
20 W. Dry Creek Circle, Unit 230  
Littleton, CO 80120**

is to be paid from the tax-exempt organization's funds and that said organization has not and will not receive any reimbursement through either direct payment, collection, or "donation" from any person(s) for the use or consumption of said tangible personal property or service.

Signature	Title
Name of Tax-Exempt Organization	
Sale Tax Exemption Number	

*Please complete and sign the above and return with a copy of your tax exemption certificate or letter.*

## Colorado Department of Revenue, Taxpayer Service Division

### Determining Exempt Purchases:

Not all purchases made by tax-exempt organizations are nontaxable. [§39-26-704 C.R.S.] You may sell tangible personal property or taxable services tax free **only** if **both** of the following requirements are met:

1. **If the purchase totals less than \$100:** The purchaser must show a copy of the exemption certificate (or have a copy of the certificate on file with the vendor), and **must sign an affidavit declaring the purchase is made from the organization's funds.** (A sample of such an affidavit is at the end of this FYI.)

**If the purchase totals \$100 or more:** Payment for the item or service must be made with the organization's check or credit card, and not via cash or an individual's check or credit card, and the organization will not be reimbursed by any person(s) for the use or consumption of the item or service.

2. The item or service is used by the organization in conducting its **regular** religious, charitable, scientific, literary, or educational business. This may also include fundraising activities.

### Sales to Out-of-State Tax-Exempt Organizations:

Such organizations will not have a Colorado tax exemption number, and may or may not have a tax exemption number from their home state. Determine whether the sale meets the eligibility criteria for a nontaxable sale, as explained above. If it does, have a representative sign a statement or affidavit.

This procedure places the burden of proof on the organization's representative and protects the vendor should the department discover that the organization falsely claimed tax-exempt status or that the item or service purchased did not meet either or both of the requirements for tax-exempt sales.

Because not all states issue tax exemption numbers, the vendor may want to request and record additional information, such as a driver's license number, to positively identify the person who signs the affidavit.