



Purchasing Department  
Rochester, Michigan 48309-4401

SUBJECT: Sales Tax Exempt Status

NUMBER: 38-17144-00W

Department of Treasury R205.74 Educational Institutions

Rule 24.

- (1) Sales, not for resale, to regularly organized educational institutions not operated for profit are not taxable. "Not operated for profit," as used in this rule, means operated by an entity of government, a regularly organized church, religious or fraternal organization, where the income from the operation does not inure, in whole or in part, to the benefit of individuals or private shareholders, directly or indirectly, and where the activities of the entity are carried on exclusively for the benefit of the public at large and are not limited to the advantage, interests or benefits of its members or a restricted group. "Educational institution," as used in this rule, means an institution of learning, organized solely for educational purposes, which maintains a faculty of qualified instructors, and teaches regular, continuous courses of study, and which confers upon students a recognized diploma after completion of a specific curriculum.
- (2) Sales of athletic equipment to a regularly organized educational institution for consumption or use are not taxable if the athletic activities are under the management and control of the educational institution and the entire receipts are expended for athletic or educational purposes.
- (3) Educational institutions which are not operated for profit, and which operate lunchrooms, cafeterias, or dining rooms for the exclusive use of bona fide enrolled students are not taxable. Whenever such a lunchroom, school cafeteria, or dining room sells to non-students, including teachers, the institution operating it is subject to the tax on those sales.
- (4) Sales of class pins, rings, and similar articles are taxable when paid for directly or indirectly, by the students.
- (5) Sales to educational associations, parent teacher organizations, teachers and other personnel of an educational institution are taxable.
- (6) If an exemption is claimed, then at the time of the transfer of the tangible personal property, the seller shall retain, as part of the seller's records, an executed exemption certificate which reads as follows:

**CERTIFICATE TO BE EXECUTED WHEN TAX EXEMPT SALE IS MADE TO AN EXEMPT INSTITUTION OR AGENCY**

The undersigned hereby certifies that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named in the space provided below and that the consideration for this purchase moves from the funds of the designated institution or agency. In the event this claim is disallowed the transferee promises to reimburse the seller for the amount of tax involved.

OAKLAND UNIVERSITY

Name of exempt institution

Signature of Person Making Certification

Date

Maria Ebner-Smith  
Purchasing Manager