

CARBON COUNTY

MASTERCARD

PURCHASE CARD PROGRAM

Procedures Manual for Carbon County

Program Card Administration

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Table of Contents

Introduction	2
How To Obtain a MasterCard Purchase Card	3
General Information	4
Making a Purchase / After the Purchase	4
Acceptable MasterCard Purchase Card Purchases.....	5
Unacceptable MasterCard Purchase Card Purchases	5
Program Restrictions	5
Reconciliation and Payment.....	6
When Your Records Do Not Agree With Your Monthly Statement	7
Lost or Stolen Cards	8
Canceling a Card.....	8
Documentation and Record Keeping	8
Sales and Use Tax.....	9
Commissioner Approval.....	9
In Summary	9
Purchase Card Glossary	10
Appendices:	
Cardholder Application Form	11
Acknowledgment of Receipt of the MasterCard Purchase Card and Terms of Revocation.....	12
Missing P-Card Receipt Form	13
Purchase Card Order Log	14
Cardholder Misuse Report.....	15
Tax Exempt Form (W9)	16

Introduction

Welcome to the Carbon County MasterCard Purchase Program provided by PFM Financial Services LLC (“PFM”) through BMO Harris Bank N.A., IL. The Purchase Card is a simplified and cost-effective method of purchasing and remitting payment for approved expenditures. The Purchase Card can be used for retail purchases; i.e. in person or by mail, online, telephone or fax.

The Purchase Card is to be used in accordance with the guidelines established within this manual. You are asked to treat this program with the same sense of responsibility and security you would use with your personal credit cards.

All Purchase Cards are issued at the request of Carbon County and card usage will be audited and may be rescinded at any time. **You are the only person authorized to use your card!**

This manual provides the guidelines under which you may utilize your Purchase Card. Please read it carefully. Your signature on the Cardholder Authorization Form indicates that you understand the intent of the program and agree to adhere to the guidelines established for the program. The Program Card Administrator will receive your Purchase Card approximately 7-10 business days after submitting your application to PFM. Upon receipt of your card, the Program Card Administrator will schedule you for a Purchase Card training session. Upon successful completion of your training session, you will receive your card. At the training session you will fill out the Acknowledgement Form for receipt of your card. You may then call the Bank activation number (1-800-263-2263) to activate your purchasing card. Please contact the Carbon County Clerk if you have any questions.

Record keeping will be essential to ensure the success of this program. This is not an extraordinary requirement since standard reimbursement policies require the retention of all receipts.

Finally, remember you are spending on behalf of Carbon County each time you use the Purchase Card.

How To Obtain a Carbon County MasterCard Purchase Card

Please read this manual in its entirety before requesting your MasterCard Purchase Card. The manual will provide you with a variety of information:

- √ How to apply for a Purchase Card
- √ What type of purchases can and cannot be made on the Purchase Card
- √ What type of merchants will accept the Purchase Card
- √ Record maintenance and monthly statement reconciliation
- √ Other miscellaneous information

After you have read this manual and understand the outlined procedures, please complete the Cardholder Application Form. You must indicate your Carbon County mailing address and e-mail address to receive statements and correspondence related to the program.

Your Authorized Supervisor must indicate approval by signing the Cardholder Application form before it can be processed. All requests will be processed through the Carbon County Clerk.

When you receive your Purchase Card, sign the back of the card and call the Bank to activate the card. Always keep the card in a safe place! Then, sign the Acknowledgment Form and return it to the County Clerk's Office. Although the card is issued in your name, it is the property of Carbon County and is only to be used for Carbon County purchases as defined in this manual.

Purchase cards are renewed automatically and new cards are issued by BMO Harris Bank every 36 to 48 months.

You will be assigned a company ID and User ID in the set-up process of accessing BMO *Spend Dynamics* report and card management website, this will occur during training with the Program Card Administrator.

Purchase Cards are assigned to individual employees and are prohibited from being transferred to, assigned to, or used by anyone other than the designated employee. Use for personal purchases is strictly prohibited. **The Purchase Card CANNOT be used as payment for certain** restricted items. Fraudulent and/or misuse of the card is grounds for revoking Purchase Card privileges and may lead to disciplinary action, up to and including termination of employment. Carbon County's temporary employees are not eligible for Purchase Cards.

Specific controls are placed on each Purchase Card. These include dollar and transaction volume limitations as well as being coded for use **only** at specific merchants. The Department Head and the Program Administrator define the individual card controls in concert.

Purchases made on the Purchase Card will be available for approval in the online portal, typically within one to two days of the actual purchase. Cardholders and/or department heads will be able to view charges on-line and, if necessary, distribute charges to the appropriate budget code.

General Information

- ☞ The Purchase Card may be used at any merchant that accepts MasterCard credit cards.
- ☞ The Purchase Card is not to be used for personal purchases.
- ☞ You are responsible for the security of your card and any transactions made against the card. The Purchase Card is issued in your name and it will be assumed that any purchases made against the Purchase Card will have been made by you.
- ☞ Use of the Purchase Card not in accordance with the guidelines established for this program will result in revocation of the card.
- ☞ You will not be charged an annual fee for your card.
- ☞ BMO Harris Bank will pay merchants within 24-48 hours of (the merchants') posting of your transaction to MasterCard.
- ☞ Your supervisor will select one (default) account code for charge-backs.
- ☞ The Department budget is reduced by each transaction the following month.
- ☞ Original receipts and a copy of the Monthly Card Member Activity Report (printed from BMO Spend Dynamics Website) should be forwarded to the County Clerk each month, by the end of the month.

Making a Purchase

Most employees are already familiar with making purchases using a credit card. The process for placing an order or using the Purchase Card for travel is very similar to those used when making a purchase with any commercial credit card. When making a purchase the following steps should be followed:

- Confirm that the purchase is appropriate for the Pcard by referring to the list of restricted items.
- Confirm the total cost (including shipping and handling) will not exceed present transaction limits.
- **Make sure you are obtaining the best possible price and confirm a transaction fee, if any, from the vendor prior to making the purchase.**
- Carbon County is tax exempt. The County's tax-exempt number is 83-6000104. The number may be embossed on the front of your PCard or you may have a sticker on the front with the number. If a supplier requires a hard copy of the tax-exempt form, one is attached on this policy. See the Sales Tax section of this procedure for more information.
- Record the name of the person taking the order and the order/confirmation number, should subsequent problems/issues arise.

After the purchase:

- Obtain a copy of a detailed receipt, not just the credit card receipt. If you can not obtain a detailed receipt you must complete the *P-Card Receipt Form*, attached.
- Save the receipt or take a picture and e-mail it to your assigned, unique e-mail address. Cardholders **MUST** review and reconcile their statement at the end of each month for that month's transactions. You can also code and review receipts immediately upon uploading. You will receive an email from the bank letting you know when your statement is available on Spend Dynamics, which is on the 28th of each month. You will also receive e-mails weekly if you have outstanding receipts to review and code.

- The account must be reconciled within five (5) days of the 28th of the month, all receipts linked and all expenditures coded.
- Print the statement and copies of all receipts for that statement, stamp and approve like all other invoices except leave the account number blank and turn them into the county clerk within five (5) days of the 28th of the month. It is imperative that all statements be turned in on time.

Improper documentation and/or failure to submit statements and receipts timely may result in temporary inactivation or permanent loss of the Pcard.

Acceptable MasterCard Purchase Card Purchases

The following information provides examples of purchases that are appropriate for the Purchase Card so long as there is only a minimum or no fee to use a card to pay for the expense:

- ☺ Purchases of an approved dollar amount
- ☺ Recurring Expenses, i.e. leases, insurance
- ☺ Road Salt, Asphalt, Concrete
- ☺ Construction Materials
- ☺ Food Services
- ☺ Utilities
- ☺ Fuel, maintenance equipment
- ☺ Approved supplies for your program
- ☺ Conference/Seminar registrations
- ☺ Travel/Conference expenses
- ☺ Hardware Stores, Office Depot, Home Depot, etc.
- ☺ Fed Ex/UPS charges
- ☺ Other miscellaneous items that apply to your program and budget

Unacceptable MasterCard Purchase Card Purchases

The following items define where the Purchase Card is **not** an appropriate choice:

- ☹ Alcoholic Beverages/tobacco
- ☹ Lottery Tickets, Gambling
- ☹ Cash Advances, or ATMS's
- ☹ Payroll
- ☹ Gift Certificates
- ☹ Fuel for non-County vehicles
- ☹ Firearms, ammunition unless made by a certified peace enforcement officer for use while on duty

This list is not intended to be all-inclusive. If you have specific questions, please call the County Clerk or Treasurer for assistance.

Program Restrictions

Each MasterCard Purchase Card has been assigned a monthly credit limit determined by the program administrator. BMO Harris Bank will only take direction from your authorized program administrator. All requests and limit changes must be approved and made by your program administrator, or BMO Harris Bank will not make those changes.

Regardless of the limit a card has, all purchases are subject to the county's procurement policy and any other policy or law in effect at the time of purchase.

The MasterCard will be accepted for purchases of generally approved Carbon County commodities. Businesses and services determined not to offer products commonly accepted for Carbon County use have been blocked from accepting the Purchase Card. Limiting the acceptable Merchant Category Codes does this. The Merchant Category Code is a four-digit classification code used in the authorization and settlement systems to identify the type of merchant (commonly known as Standard Industrial Code "SIC").

Your card may have a transaction limit, daily limit, and/or monthly limit and will be set by the Program Administrator in conjunction with the department head. Your requested limits should be requested on the application.

If your card is declined by a merchant and you feel the decline should not have occurred, contact the County Clerk's Office within 24 hours.

Request for transaction, daily and monthly limit changes are to be made by the Department Heads to the County Clerk's Office.

Reconciliation and Payment

The MasterCard Purchase Card program carries corporate, not individual, liability. Purchase Cards will be paid each month by the Clerk's Office. You will not be required to pay your monthly statement using personal funds. The Purchase Card does not impact your personal credit rating in anyway.

It is required that you retain all original, detailed receipts for goods purchased. If you purchase via phone or mail, require the merchant to include a receipt with the goods when the product is shipped to you or that one is e-mailed to you. If that is not possible, you must obtain a packing slip when the shipment is received to document the purchase however every effort must be made to obtain a detailed receipt from the purchase.

Every cardholder will need to review their statement at a minimum one time per month and can be reviewed within Spend Dynamics within 24-48 hours for all transactions made against their MasterCard Purchase Card during the previous billing cycle. You will be notified by e-mail to review, code and approve your transactions weekly and again at the end of each month. You will have 5 days to complete this task. You have the option to change (reclassify) default coding, or to split and reclassify between multiple codes. **Original detailed receipts and a copy of your BMO Harris Bank Statement (printed from the website) should be signed by the Department Head then forwarded to the Program Card Administrator each month, by the 5th of the month. The county avoids interest charges if the**

statement is paid timely therefore this due date is important. If the 5th falls on a weekend or holiday these items are due the preceding Friday.

The cardholder may keep a transaction log of all receipts and statements. The log serves to remind cardholders of transactions and assists in reconciliation of the monthly statements. A periodic audit will be conducted of card activity, retention of receipts, reconciled detail and signed monthly statements.

Misuse of the MasterCard Purchase Card includes:

- ⊗ **Using the Purchase Card for personal purchases**
- ⊗ **Purchase of unauthorized items**
- ⊗ **Use of the Purchase Card by someone other than the cardholder**
- ⊗ **Fraudulent or inaccurate record keeping including but not limited to missing documentation for a purchase.**

In the case of misuse, the Department Head or County Clerk shall document the occurrence on the Cardholder Misuse Report and forward it to the Program Card Administrator immediately for further action including but not limited to revocation of the card and possibly termination.

When Your Records Do Not Agree with Your Monthly Statement

There may be an occasion when you find items on your transaction log that do not correlate with your retained receipts or monthly cardholder statement. Reconciliation of your monthly statement is very important to determine if you made a particular transaction, the amount of the transaction is correct, or you have a quality or service issue.

Your first recourse is to contact the merchant involved to try to resolve the error. If the merchant agrees that an error has been made, your account will be credited. Highlight the transaction in question on your statement as a reminder that the item is still pending resolution. Be sure to check that the credit is received on your next monthly statement.

If you are unable to resolve the issue directly with the merchant, contact the customer service department at BMO Harris Bank by calling the number on the back of your card. You should also call 1-866-418-8154 and the cardholder should always notify the County Clerk's Office. When calling be sure to have detailed information regarding the dispute. State that you would like to dispute a charge on your Purchase Card. You are required by law to submit the information in writing to initiate a claims dispute with BMO Harris Bank. The amount of the next monthly statement will be reduced by the amount of the disputed item until the question is resolved.

Any charge you wish to dispute must be identified in writing within 30 days of the statement date to BMO Harris Bank.

You are responsible for the transactions identified on your statement. When an audit is conducted on your account, you must be able to produce receipts that a Carbon County approved transaction occurred. If an error is discovered you are responsible to show that the error or dispute resolution process has been followed.

Lost or Stolen Cards

The MasterCard Purchase Card is the property of Carbon County and should be secured just as you would secure your personal credit cards. If your card is lost or stolen, contact BMO Harris Bank customer service number (1-888-267-7838), immediately then notify the Purchase Card Administrator. When calling customer service, be prepared to provide your social security number.

Upon notifying BMO Harris Bank, the card will be deactivated immediately. If the card is reported lost or stolen and is later used, the Merchant will decline it. Prompt action in these circumstances is very important to reduce Carbon County possible liability for fraudulent charges.

Canceling a Card

Send an e-mail to ap@carbonwy.com to have a card canceled then cut the card in half and destroy the card. The reasons for canceling a card are:

- Termination of employment
- Request by an authorized person (Supervisor, Procurement Programs Administrator etc.)
- Transfer to another department (cardholder may reapply in new department).

The Department Head is responsible for notifying the Program Administrator upon the termination of an employee. The Department Head is also responsible for all paperwork that needs to be done to cancel the card. The Procurement Programs Administrator should be notified two weeks prior to the employee leaving the County so all the transactions are cleared beforehand.

Failure to use the Purchase Card in accordance with this policy will result in the loss of Purchase Card privileges and may include appropriate disciplinary action, up to and including termination of employment.

Documentation and Record Keeping

Cardholders are responsible for obtaining all documentation necessary to support the business purpose of the purchase. If the business purpose is not clear, a notation should be made on the Posted Transaction Report and receipt. The cardholder must give all documentation to their Department Head for approval. All Purchase Card purchases must be supported by at least one of the following items:

- The actual sales slip
- The cash register receipt
- A copy of the order form
- A supplier/merchant statement
- Packing Slip, only if a more detailed receipt is not available
- Online order confirmations (screen print out) , only if a more detailed receipt is not available

On a monthly basis, the department cardholder must print out the Posted Transaction report and match the credit card receipts to it then turn both into the County Clerk's Office after coding each. The Cardholder may retain a copy.

Sales Tax

Merchants are usually required by taxing authorities to include sales tax when goods are purchased. The amount is dependent on a variety of factors, including the state and city where you are purchasing the goods.

Purchases of items by public or non-profit entities for their own use are generally exempt from sales tax. The exemption applies to the public or non-profits, not to the individual.

It is the cardholder's responsibility to notify the merchant that **Carbon County is Tax Exempt** since the data strip on the card does not carry such information embedded in it. Our federal tax exempt number is **“(83-6000104)”** and a copy of the tax exempt form is included in the back of this manual. You will need to make a copy of the form, insert the vendor name, and then date the form prior to issuance (i.e., faxing or mailing). Do not distribute this form to any other employee in the organization. If they need one, they will be provided with a copy from the County Clerk's Office.

Should you have additional questions, please contact the County Clerk's Office for assistance.

Commissioner Approval

The Board of County Commissioners (the Board) shall approve all transactions the month after they occur. The County Clerk will process invoices as usual, send the Board a listing, including all P-Card invoices and these will be approved or denied at a subsequent meeting of the Board.

In Summary

The Carbon County Purchase Card Program is an opportunity to reduce paperwork, expedite the purchasing process at the department level and reduce the County's administrative expenses.

Historically, the County has used numerous other methods to make purchases. The Purchase Card process will allow Carbon County to realize significant savings in administrative processing costs while providing a customer friendly, efficient and effective method to buy goods and services.

Exercise good judgment and act within your authorized budget when using your card. The Purchase Card is issued in your name and all activity will be assumed to have been incurred by you. We ask you to maintain simple but accurate records and receipts for auditing purposes.

Carbon County is working to continually improve the way business is conducted and your feedback is critical to achieving that goal. Your use of a MasterCard Purchase Card for appropriate purchases can help the County achieve significant savings by decreasing the amount of checks we process each month.

The purchase card is a program in progress to be utilized as another option to make purchases. The program will continue to evolve and transform as it best fits Carbon County's needs.

If you have any questions about the program or need additional information, please contact the County Clerk's Office at (307) 328-2668.

Purchase Card Glossary

Retail	Face to face transaction where cardholder presents the Purchase card to the merchant and the card are physically swiped through the terminal.
Principal/Department Head	Person authorized to oversee and make decisions regarding expenditures.
Customer	The card user and Principal/Department Supervisor.
Vendor/Merchant/Supplier	Synonymous terms, meaning the place where you make the purchase.
Program Card Administrator	A District employee(s) administering the purchase Card program. (Fill in name(s) and phone number).
Revocation	To nullify by withdrawing, recalling or reversing card privileges.
Receipt	Written acknowledgement that merchandise or service has been received.
Invoice	An itemized list of goods or services shipped or received with an account of all costs.
Statement	Summary of all sales in a given period (NOT AN INVOICE)
Strategy	Operational criteria defining purchasing limit controls which are tied to each individual account.
Point of Sale (POS) Terminal	A device placed at a vendor/merchant/supplier location which is connected to the bank's system via the telephone lines and is designed to authorize, record, and forward data by electronic means for each sale.
Cardholder	An individual to whom a Harris Bank MasterCard Purchase Card is issued.
Merchant Category Code (MCC)	A four-digit classification code used in the authorization and settlement systems to identify the type of merchant, also commonly known as, Standard Industrial Code (SIC).
Reconciliation	Check to assure receipts match with monthly statements.

CARDHOLDER APPLICATION FORM

MasterCard Purchase Card applicants need to acquire authorization from their Department Supervisor to apply for the Purchase Card.

Return the completed form to the County Clerk's Office.

APPLICANT INFORMATION: (Please print clearly)
--

Department _____ Phone Number _____

Department Address _____

Applicant's Name _____

Applicant's E-Mail address _____

Requested Limits:

Transaction Limit: _____ Daily Limit: _____ Monthly Limit: _____

Approver Name (Department Head): _____

Approver E-Mail address _____

(FILL IN AUTHORIZING INFORMATION:)

As the department head for the department listed above, I hereby grant the above mentioned Applicant authorization to apply for, and use, the MasterCard Purchase Card for the account number listed below. I also agree to review and sign the monthly MasterCard Purchase Card statements issued to the above applicant. If the applicant's employment with this department is terminated, I agree to notify the Program Card Administrator.

Signature _____

Default Budget Account Code (Department(s) #) _____

ACKNOWLEDGEMENT OF RECEIPT OF THE MASTERCARD PURCHASE CARD & TERMS OF REVOCATION

I acknowledge that, on the date indicated below, I received my Purchase Card. I have previously received a copy of the procedure manual explaining the use and responsibilities of the Purchase Card.

I understand that:

- The Purchase Card is a cost-effective method for the purchase and payment of goods and services for Carbon County's use and is limited to \$_____ per month.
- The Purchase Card is to be used solely for business purchases; not personal purchases.
- I am responsible for reconciling monthly statements and maintaining accurate accounting records.
- Should my employment with Carbon County terminate, voluntarily or involuntarily, I am responsible for returning the Purchase Card to the County Clerk or my department head immediately.

Terms of Revocation: As an authorized user of the MasterCard Purchase Card, I understand that I am the only person authorized to make purchases with the Purchase Card issued to me and that such purchases must be in connection with my employment with, for the benefit of, and authorized by Carbon County.

I understand that the following items constitute misuse of the MasterCard Purchase Card and that any misuse will result in the revocation of my privileges to be a MasterCard Purchase Cardholder, and may result in revocation of all departmental and/or divisional Purchase Card privileges.

Misuse of the MasterCard Purchase Card includes the following:

- ⊗ **Using the MasterCard Purchase Card for personal purchases**
- ⊗ **Purchase of unauthorized items**
- ⊗ **Use of the Purchase by someone other than the cardholder**
- ⊗ **Fraudulent, inaccurate and untimely record keeping**

If the MasterCard Purchase Card is used for personal purchases, for unauthorized items or by someone other than myself, I hereby agree to personally pay either Carbon County or the vendor for such purchases and hereby authorize Carbon County, if necessary, to withhold from my paycheck any amount necessary to pay these charges.

NOTE: In addition to the above consequences for misuse of the MasterCard Purchase Card, Carbon County retains the right to take further action, whether in the form of disciplinary action, termination of employment, and/or legal prosecution, in the event of gross misuse or fraud involving Carbon County funds.

Employee Signature

Employee Name (Please Print)

Date: _____

Last 4 digits of card: _____

Please return this form to the Carbon County Clerk's Office

MISSING P-CARD RECEIPT FORM

Date of Purchase: _____

Vendor Name & Location of Purchase

Amount Expended & Item(s) Purchased \$ _____

Reason receipt is missing and why you cannot obtain a copy. _____

I understand that a Missing Receipt Form may not be completed on a routine basis. Repeated missing receipts may result in revoking the privilege of utilizing the County P-Card.

I verify that the transaction was a valid, authorized business expense related to County business and complies with County policies and procedures. Attempts to obtain a copy of the receipt were made. The information provided with this form is accurate and true. No reimbursement of this expense has been or will be sought or accepted from any other source. I understand that violation of this policy may result in disciplinary action including and up to termination.

Employee Name (Please Print): _____

Employee Signature: _____

Approving Department Head Signature: _____

**CARBON COUNTY
MasterCard Order Log**

Cardholder Name: _____ Department: _____

For The Period: _____

Date Ordered	Date Delivered	Total \$ Amount	Description	Expense Code
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
18				
20				

Cardholder Signature: _____ Date: _____

Authorizing Signature: _____ Date: _____

RETAIN RECEIPTS, CARD STATEMENT AND LOG AT SITE/DEPARTMENT

CARDHOLDER MISUSE REPORT

Date: _____

Location: _____

DESCRIPTION OF MISUSE: _____

ACTION TAKEN: _____

RECOMMENDATION: _____

SUBMITTED BY: _____

TELEPHONE NUMBER: _____

**FAX THIS FORM TO THE PROGRAM CARD ADMINISTRATOR
AT (307) 328-2668 IMMEDIATELY FOR REVIEW AND PROCESSING**

This is a multi-state form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or the data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

1. Check if you are attaching the Multi-state Supplemental form.
 If not, enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption.
2. Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.

3. Please print

Name of purchaser CARBON COUNTY			
Business Address 415 W PINE ST		City RAWLINS	State WY
Purchaser's Tax ID Number 83-6000104		State of Issue WY	Country of Issue
If no Tax ID Number Enter one of the following:	FEIN	Driver's License Number/State Issued ID Number	Foreign diplomat number
Name of seller from whom you are purchasing, leasing or renting		State of Issue: _____	Number _____
Seller's address		City	State
			Zip code

4. Type of business. Check the number that describes your business

- | | |
|--|--|
| <ul style="list-style-type: none"> 01 <input type="radio"/> Accommodation and food services 02 <input type="radio"/> Agricultural, forestry, fishing, hunting 03 <input type="radio"/> Construction 04 <input type="radio"/> Finance and insurance 05 <input type="radio"/> Information, publishing and communications 06 <input type="radio"/> Manufacturing 07 <input type="radio"/> Mining 08 <input type="radio"/> Real estate 09 <input type="radio"/> Rental and leasing 10 <input type="radio"/> Retail trade | <ul style="list-style-type: none"> 11 <input type="radio"/> Transportation and warehousing 12 <input type="radio"/> Utilities 13 <input type="radio"/> Wholesale trade 14 <input type="radio"/> Business services 15 <input type="radio"/> Professional services 16 <input type="radio"/> Education and health-care services 17 <input type="radio"/> Nonprofit organization 18 <input checked="" type="radio"/> Government 19 <input type="radio"/> Not a business 20 <input type="radio"/> Other (explain) _____ |
|--|--|

5. Reason for exemption. Check the letter that identifies the reason for the exemption.

- | | |
|---|---|
| <ul style="list-style-type: none"> A <input type="radio"/> Federal government (department) _____ B <input checked="" type="radio"/> State or local government (name) <u>CARBON COUNTY</u> C <input type="radio"/> Tribal government (name) _____ D <input type="radio"/> Foreign diplomat # _____ E <input type="radio"/> Charitable organization # _____ F <input type="radio"/> Religious or educational organization # _____ G <input type="radio"/> Resale # _____ | <ul style="list-style-type: none"> H <input type="radio"/> Agricultural production # _____ I <input type="radio"/> Industrial production/manufacturing # _____ J <input type="radio"/> Direct pay permit # _____ K <input type="radio"/> Direct mail # _____ L <input type="radio"/> Other (explain) _____ |
|---|---|

6. Sign here. I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signature of Authorized Purchaser	Print Name Here	Title	Date
-----------------------------------	-----------------	-------	------