



FLORIDA SALES TAX EXEMPTION - PERSONAL CARD AUTHORIZATION FORM

CARD HOLDER INFORMATION:

NAME

DEPARTMENT

BUILDING

ROOM #

LOCATOR CODE

CAMPUS

PHONE NUMBER

USER AGREEMENT

I understand that the tax exemption is to be used for University business only, and that in order to be able to use the exemption, the purchase must be paid for with University funds such as a University issued check or credit card. If used fraudulently, such person will be liable for payment of the tax plus a penalty of 200% of the tax and may be subject to fine and punishment as provided by law. Fraudulent use of this card number shall result in discipline, which may include dismissal by the University of Miami.

AUTHORIZATIONS:

Cardholder Signature

Department Head Authorization

Date

Date

PROCESSING:

Return to: Purchasing Department, Odris Izquierdo
1507 Levante Avenue, Max Orovitz #305, Coral Gables FL, 33124, LC 1433
OR FAX (305) 284-8627

DELIVERY

HOLD AT CORAL GABLES PURCHASING FOR PICK UP

SEND TO DEPARTMENT ADDRESS ABOVE

CALL WHEN READY FOR DEPARTMENT PICK UP