

## *State Tax Exemption*

Montgomery College is not liable for state sales tax in Maryland. The college is a tax-exempt organization. For all college business related purchases, employees should give the vendors the College's tax-exempt number. If the vendor requires proof of tax-exemption, the Tax Exempt Certificate can be sent to the vendor by contacting the Accounts Payable department at [accountspayable@montgomerycollege.edu](mailto:accountspayable@montgomerycollege.edu).

Sales tax that is paid by the employee for college related out of pocket expenditure is not reimbursable. The tax will be deducted from the employee's reimbursement. The College does not recommend employee purchases of goods out-of-pocket unless you have exhausted all other purchasing mechanisms.

Note: The tax-exempt number should **never** be used for employee personal purchases.