

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-40**  
**Sales Tax**

The university has one single permit to collect this tax on behalf of all of its auxiliary enterprises. Student organizations, faculty, women's and men's clubs, or other related groups made up of university people who are not officially a subdivision of the university legally and financially will not be covered in this permit. These organizations should get individual permits when and if necessary under the terms of the law.

In general, all tangible personal properties that would normally be taxable under this law are exempt when such goods are purchased by the university for its own use; therefore, when contacting sales people, please advise them that such purchases (when for the university's own use) are to be exempt from this sales tax. When such goods are purchased for resale, a certificate should be issued to exempt the purchase, and the tax must be collected on such items when the goods are resold.

The following services of the university are tax exempt:

1. State and out-of-state tuition
2. Student service fees
3. General use fees
4. Laboratory fees
5. Interdepartmental charges
6. Dormitory and apartment rent
7. Services or renting table tennis and billiard facilities, or meeting room facilities, or auditoriums
8. Transcripts of records
9. Diploma fees
10. Admissions to athletic events, dances, entertainment events, etc., and
11. Deposits for property, fines or penalties, and laboratory breakage fees.

The following items are to be included in the collection of taxes according to the schedule required in the law:

1. All meals or food sold by the university. This includes food sold in the semester meal plan in one payment or by installments, as well as the discount food coupon books or individual cash sales, or for banquets, teas, etc.
2. All other tangible personal property sold by the university. For example: the university yearbooks and surplus equipment.

As unusual cases arise, departments are requested to contact the Business Office to obtain clarification. In addition, new information, when received by the university, will be sent to all departments.

Reviewed by: Anne Heartfield - Director of Business Office -11-01-08  
Next review: 2/1/10