



## USE OF TAX EXEMPTION CERTIFICATE FOR PARISH, SCHOOL OR ENTITY PURCHASES

### **POLICY**

In order to properly use its sales tax exemption certificate, parishes, schools and other tax exempt entities of the Archdiocese of Miami are to pay for purchases by entity credit card or by check after authorization by the proper authority.

### **PROCEDURES**

- I. Every parish/school or Archdiocesan entity should have a published process for requesting authorization of purchases to be made by employees in the name of the parish/school/entity.
- II. The sales tax exemption certificate should be presented at the time of purchase only for items related to the operations of the parish, school or tax exempt entity or for its charitable works (food pantry, for example). It is prohibited to use the sales tax exemption certificate for purchase of personal items or items to be used for purposes other than the mission of the tax exempt entity. The sales tax exemption certificate is honored only with purchases on an archdiocesan entity credit card or check
- III. Under normal circumstances the purchase is made using a parish/school/entity check or credit card, or is invoiced to the parish/school/entity which is then paid by check. The entity's tax exemption certificate is presented so that the purchases are sales tax exempt. In some cases, this requires presentation of the tax exemption certificate prior to the purchase and/or the vendor's requirement to apply for an account with the vendor.
- IV. Any benefit from the use of a credit card to make purchases for the tax exempt entity (points to be redeemed for gifts, gift cards, travel, miles or bonus programs, etc) awarded for the use of the credit card belong to the card holder (parish/school or tax exempt entity). Such points are redeemed only to the benefit of the tax exempt entity.
- V. The use of personal credit cards or personal cash to procure goods and services for Archdiocesan entities is prohibited unless in the rare circumstance conditions are present that jeopardize the ability of an entity to continue normal day to day operations, or unforeseen conditions exist that raise life safety concerns.
- VI. On occasion the parish/school/ministry organization may request an individual to make a small purchase on its behalf; personal credit card or cash may be used. Such purchases should be minimal and as infrequent as possible. They should be less than \$100. If a reimbursement is due, a request must be accompanied by proof of purchase such as an original receipt for the purchase or a credit card statement. The reimbursement must be made by parish check.

Initial: March, 2016  
Current: August, 2023