**Sales Tax on UA Purchases (Chart A)**

**Was Sales Tax Charged?**

- No
  - Sales tax was correctly not charged - leave as is
  - Alabama or other state in which UA is exempt (Click to check exemptions for other states)
  - Can the vendor remove taxes from the invoice? Or, if taxes were already charged to P-card, can the vendor credit the taxes back to the card? Provide sales tax exemption information to the vendor and ask for Tax Office help if needed
  - Yes
    - Pay the revised invoice with sales tax correctly not charged or apply the sales tax and the sales tax credit to a Foundation FOAP
  - No
    - Charge the sales tax to a Foundation FOAP

- Yes
  - What is the shipping/use destination for the purchase?
  - Sales tax was correctly charged - charge the sales tax to a Foundation FOAP
  - State in which UA is not exempt