

Common Tax Exempt Purchases

There are certain types of purchases that the State of Arkansas does not require tax to be paid. These purchases are tax exempt and typically require a **Tax Status** of "O" in BASIS. The majority of tax exempt purchases will be marked with "O", but "S" or "N" is used on occasion.

This list is NOT all inclusive, and is subject to change with no notice. The most common specifics for tax exempt items are as follows:

Tax Status "O":

- Advertising Services
- Abstract/Paper Submissions
- Downloaded Software/Files (no tangible product received)
- Job Postings
- Memberships (requires the Membership Justification Form with the documentation)
Form link: <http://procurement.uark.edu/e-procurement/pcard/resources/documents/MembershipFormPCard.pdf>
- On-line Training Courses (allowed on the PCard if no travel is involved, must note on receipt)
- Postage
- Publications/Reprints
- Rentals (Long-term rentals of more than 30 days, i.e. Cintas rugs)
- Shredding services
- Shipping from direct shippers (i.e. FedEx, UPS, USPS, DHL)
- Site/Software Licensing (no tangible product received, and licensing must NOT require a signature, if signature is required this purchase cannot go on PCard.)
- Subscriptions
- Vehicle Registrations/Renewals
- Webinar Registrations (allowed on the PCard if no travel is involved, must note on receipt)

Tax Status "N":

- Used with items purchased for resale

Tax Status "S":

- Used when purchasing seed, fertilizer, feed for agricultural purposes