

Process:	Online and Used Purchases Process + Certificate of Sales Tax Exemptions		
Contact:	Humanities and Social Sciences	Last Revision	8/22/23
	Financial Services	Date:	

**Introduction:** As purchases from online sites, purchases of used or historical items, purchases that involve some sort of online bidding, and purchases for which it is difficult to determine the condition or value of goods at the time of purchase continue to increase, the college has established certain best practices. **First, always try to shop the Marketplace.**

### Steps:

1. Regardless of source of funds, the purchase of all items must have a valid business purpose. Define the business purpose and gain approval from the Head prior to purchase.
2. Purchases of \$5,000 and over must be processed and ordered by the University Business & Procurement and are generally subject to competitive bidding. Direct purchase of items with a cost of \$5,000 or more or splitting purchases to reduce the cost to make below \$5,000 is prohibited.
3. Do not use State funds initially to pay for used or historical items for which you are unable to determine condition or value at the time of purchase.
4. Have items ordered from online sites delivered in a manner that allows for tracking (UPS or FedEx) when possible. This precaution is suggested because it is difficult to get some online suppliers to reimburse rather than provide personal credits if the shipment is not received. Under no circumstances, should purchases be delivered to non-business addresses.
5. Be sure not to pay sales tax for your items. If necessary, provide the supplier with a copy of our tax exemption letter from the NC Department of Revenue.  
[https://controller.ofa.ncsu.edu/wp-content/uploads/sites/97/2023/03/2023.1\\_NCSU\\_E595E\\_1.12.2023\\_WebFill\\_Signed-Editable.pdf](https://controller.ofa.ncsu.edu/wp-content/uploads/sites/97/2023/03/2023.1_NCSU_E595E_1.12.2023_WebFill_Signed-Editable.pdf)
6. All goods purchased with university funds are the property of NC State University. Departments should establish internal controls to ensure that these items remain at the university.

### Additional References:

Business & Procurement Before You Buy: <https://procurement.ofa.ncsu.edu/before-you-buy/before-you-buy/>

Certificates of Exemption: <https://controller.ofa.ncsu.edu/tax-compliance/sales-and-use-tax/>