

# SALES TAX

The district maintains a tax exempt status with the state of Colorado and the city of Aurora. Most purchases made by the district will be tax exempt. However, certain activities are taxable and the district is responsible for paying, collecting and remitting sales tax to the government.

## When Should the District Pay Sales Tax?

### •Description

Purchases made outside the general operation of the district may be taxable. Purchases made for the operations of the district, including classroom and instructional purposes, are sales tax exempt. A purchase is sales tax exempt if the purchase is a tangible item that benefits the school or district or an association or organization within the school or district:

#### **Examples of purchases that may be taxable include, but are not limited to:**

- Most food purchased and consumed by district staff.
- Most staff travel, transportation and lodging.
- Many purchases made outside the state of Colorado, including orders placed online.

#### **Examples of purchases that may be tax exempt include, but are not limited to:**

- Yearbooks
- Class rings
- Cap and gown rental
- School store items
- Student pictures (individual or classroom)
- School uniforms or t-shirts
- Staff appreciation or retirement gifts. For more information on gifts, refer to [APS Code: GBEBC](#) and [GBEBC-R](#). No gift cards permitted.
- Student prizes or awards. **The purchase of gift cards are prohibited.**
- Food served to students as part of their instructional or cocurricular activities is generally non-taxable.
- Most in-state student travel, transportation and lodging is tax exempt when associated with instructional or cocurricular activities.

Sales tax will not be reimbursed for tax exempt items such as those listed above.

**NOTE:** *Suppliers have the right to deny tax exempt status. If you feel you were unfairly charged sales tax, a reimbursement request can be filed with several jurisdictions. Please see individual jurisdiction websites for more information.*

- **Procedure**

Sales tax exempt purchases can be made with traditional and for payment only (FPO) purchase orders, as well as P-Cards. It is the duty of the person making the purchase to inform the supplier if the purchase is not taxable. The Aurora Public Schools District 28J sales tax-exempt identification number is **98-02610**. To obtain a copy of the certificate, please contact the Accounting Department.

If a transaction should have been tax exempt and tax was inadvertently paid using district funds, the amount of the sales tax must be reimbursed to the district. This includes P-Card purchases and employee reimbursements. If a non-taxable purchase was made using personal funds and tax was paid, the amount of sales tax will not be reimbursed.