

### Colorado Sales Tax

To be exempt from paying sales tax in Colorado, the following steps must be followed:

1. Documentation of sales tax exemption in Alabama must be provided to the vendor. That documentation may be found in paragraph (a)(15) of the following link to the Code of Alabama - <http://alisondb.legislature.state.al.us/alison/CodeOfAlabama/1975/40-23-4.htm>
2. Payment must be paid from USA's funds. This means the bill must be paid directly by USA, either from a check or a charge to a USA credit card. This does not mean reimbursing a USA employee who paid for the goods him or herself and applied for reimbursement from USA. The vendor should be contacted well in advance to make all necessary arrangements.