

STANDARD LETTER FOR APPROVAL OF EXCEPTION TO SALES TAX REIMBURSEMENT POLICY FOR STUDENT PURCHASE REIMBURSEMENTS

The College of Fine Arts' Dean's Office – in accordance with University of Utah Rule R3-010A and in conjunction with discussion with Mark Hamilton, Financial Reporting, taking place on May 4, 2015 – approves reimbursements to students for sales tax included on purchases of project materials required for legitimate instructional purposes.

By signing below, the Department Chair/School Director approves the reimbursement of sales tax from Department/School funds. Further, the Chair/Director certifies that the attached Payment Request or Petty Cash Reimbursement is for a legitimate instructional purchase and that the individual to be reimbursed is a student of the College of Fine Arts.

College of Fine Arts, Dean's Office Approval

Adam Pfost, Assistant Dean, Finance & Operations

John Scheib, Dean

College of Fine Arts, Department Chair/School Director Approval

Signature: _____

Printed Name: _____

Title: _____

Date: _____