

# Northwest Missouri State University

## Policy and Procedures Manual

**Chapter** Bursar

**Section** Sales Tax

### I. Policy

All personnel of Northwest Missouri State University will put forth a conscientious effort to comply with Missouri State Statutes regarding the collection of sales tax.

Missouri Revised Statutes, Chapter 144.020 states: “A tax is hereby levied and imposed upon all sellers for the privilege of engaging in the business of selling tangible personal property or rendering taxable services at retail in this state.”

#### Guidelines:

1. Purchases made for the University are exempt from payment of sales tax.
2. Any department or organization selling tangible personal property or services must collect sales tax. See example of taxable items listed below.
3. Sales tax must be separately stated to the customer. If not, the University is subject to submitting sales tax based on the total collected amount. For example: On a meal of \$5.00, of which \$.37 is tax, the University would be obligated to send the state \$.40 if the tax is not stated properly and separately.
4. Contact the Bursar’s office at 562-1106 for the current tax rate.

#### Procedure:

1. Check with the Office of the Bursar, to be assured that any sales are conducted in compliance with the state law and established procedures.
2. Examples of items to be taxed include, but are not limited to:
  - Athletic and cultural performance admissions
  - Sales of tangible property – candy, T-shirts, athletic programs, books, lab manuals, handbooks, plants, magazines, etc.
  - Yearbooks
  - Art supplies and other student materials
  - Meals paid for by students or others – awards banquets, dinner playhouse events, Yuletide Feaste
  - Residence hall room rentals (unless they are add-ons to existing room contracts)
  - Uniforms, sweaters, etc., paid for by University employees, cheerleaders or other individuals
  - Photocopies for individual use
  - Thesis binding
  - Grain and livestock sold for personal consumption
  - Over-the-counter drugs
  - Intrastate trips except for transportation in a University vehicle
  - Vending machine sales of personal hygiene products

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- Meals sold in multiples of \$25.00(unless they are add-ons to an existing student meal contract)
- ID replacement
- Rental of caps and gowns, printers, etc.
- Intrastate long distance telephone calls and special phone features
- Recreation Center memberships
- Fitness Center memberships
- Surplus Property