



# CITY AND COUNTY OF DENVER

## DEPARTMENT OF REVENUE

TREASURY DIVISION  
McNICHOLS CIVIC CENTER BUILDING  
144 WEST COLFAX AVENUE  
DENVER, COLORADO 80202  
FAX: (720) 865-7275

JOHN W. HICKENLOOPER  
Mayor

August 22, 2005

University of Denver-Controller's Office  
2199 S. University Blvd.  
Denver, CO 80210

Ladies /Gentlemen:

This letter is to confirm that the exemption previously granted, from the payment of the Denver sales, use, and lodgers tax upon purchases made in the conduct of your regular charitable or religious functions and activities, is still in effect.

The exemption does not apply to: the collection and remittance of sales tax on retail sales that the organization may make; purchases by employees or members of the organization for their own personal use; or food, beverage or lodging purchased in connection with any event where the recipient reimburses the organization in any way, such as by purchase of a ticket, payment of a registration fee, membership fee, or making an involuntary contribution to attend such event.

The exemption does not extend to materials used by construction contractors who may perform contracts for you; they are a taxable consumer of all personal property purchased and used in the performance of contracts for others.

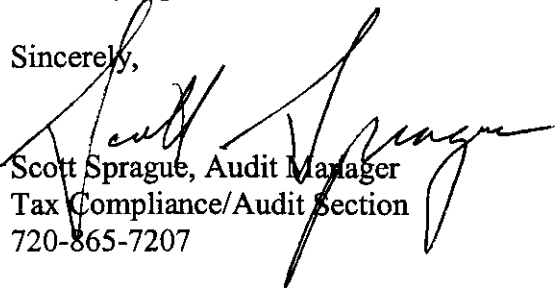
To qualify for the exemption, purchases must be billed directly to the organization, and payment made from organization funds.

In the absence of purchase orders, you are required to furnish the vendor with an "authorization to purchase" on your letterhead. The vendor must retain same in his file to support the exempt sale.

This exemption is based upon the assumption that your operations will continue as stated in the information submitted. Any change in your purpose, character, or method of operation, must be reported to this Department for consideration of its effect on your status.

You may reproduce this letter to furnish to suppliers as needed.

Sincerely,

  
Scott Sprague, Audit Manager  
Tax Compliance/Audit Section  
720-865-7207