



Institutional Handbook of Operating Procedures Policy 4.4.20	
Section: Fiscal Policies	Responsible Vice President: Executive Vice President & Chief Financial Officer
Subject 4.4: Treasury - Supplier Management	Responsible Entity: Finance

**I. Title**

*Use of State Sales Tax Exemption Form*

**II. Policy**

As an agency of the State of Texas, The University of Texas Medical Branch at Galveston (“UTMB”) is exempt from payment of the Limited Sales, Excise and Use Tax pursuant to [Texas Tax Code, Section 151.309](#), for the purchase and use of tangible personal property on behalf of UTMB.

UTMB employees may obtain a sales tax exemption form from the Supplier Management team via email request at [suppmgmt@utmb.edu](mailto:suppmgmt@utmb.edu).

Please note: Employees must provide a statement identifying the purpose and justification for the tax exemption form’s use along with their supervisor’s signature.

For hotel accommodations within Texas associated with UTMB related business, employees must use the [Texas Hotel Occupancy Tax Exempt Certificate](#) as stated in [IHOP - 04.03.01 Travel Policy](#).

**III. Relevant Federal and State Statutes**

[Texas Tax Code Section 156.102\(b\)\(2\)](#)

**IV. Related UTMB Policies and Procedures**

[IHOP - 04.03.01 -Travel Policy](#)

**V. Dates Approved or Amended**

<i>Originated:</i> 04/01/1990	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
12/06/2012	07/12/2016
08/27/25	

**VI. Contact Information**

Supplier  
Management  
[suppmgmt@utmb.edu](mailto:suppmgmt@utmb.edu)

