

## **DR 5002 DU Use Instructions**

***Division Business Officer or Purchaser completes the DR 5002***

1. Purchaser Information – this section has been completed, but in case you receive a blank form use the following:
  - a. Address:  
University of Denver  
2199 S University Blvd  
Denver, CO 80208-0001
  - b. Sales Tax License or Exemption Number
    - i. 09800574 (expiration date not applicable)
2. Wholesale Exemption
  - a. N/A – leave blank
3. Entity Exemption
  - a. Check 501(c)(3) Charitable Organization
  - b. Mark the type of qualifying payment (choose one of the following)
    - i. Purchase Authorization to be paid later
    - ii. Non-Government Credit Card bearing the entity name or branded for commercial use
    - iii. Check issued by the entity
4. Other Exemption – Not applicable
5. Purchaser Signature
  - a. Business Officer or Purchaser Printed Name
  - b. Business Officer or Purchaser Title
  - c. Business Officer or Purchaser Signature
  - d. Date

**Example:**

## Declaration of Wholesale or Entity Sales Tax Exemption

<b>1. Purchaser Information</b>		<b>License or Exemption Information</b>	
Legal Name University of Denver		Sales Tax License or Exemption Number 09800574	
Trade Name (if different)		State CO	Expiration Date
Mailing Address 2199 S University Blvd		Phone Number	
City Denver		State CO	ZIP Code 80208-0001
<b>2. Wholesale Exemption.</b> Mark the type of exemption, and describe your ordinary course of business.			
<input type="checkbox"/> Purchase for Resale <input type="checkbox"/> Manufacturing - Mark one of the following: <input type="checkbox"/> Ingredients or Component Parts <input type="checkbox"/> Machinery, Machine Tools, and Parts <input type="checkbox"/> Testing, Modification, or Inspection		Ordinary Course of Business, including the product(s) manufactured and/or sold:	
<b>3. Entity Exemption.</b> Enter a and b as required.			
<b>a. Mark the type of entity.</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input checked="" type="checkbox"/> 501(c)(3) Charitable Organization  <input type="checkbox"/> U.S. or Colorado State or Local Government  <input type="checkbox"/> Tribe or Member – For sales on or delivered to a Colorado reservation. Mark the type of qualifying purchaser:                <input type="checkbox"/> Tribal Government      <input type="checkbox"/> Enrolled Tribal Member  <input type="checkbox"/> Entity owned by tribe or member – Enter the total tribal ownership percentage:         </div> <div style="width: 48%;"> <input type="checkbox"/> 501(c)(19) Veterans' Organization  <input type="checkbox"/> Affordable Housing Project         </div> </div>			
<b>b. Mark the type of qualifying payment, unless the exemption is for a tribal member or entity owned by a tribe or member.</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Purchase Authorization to be paid later  <input type="checkbox"/> Cash with a purchase order from the entity  <input type="checkbox"/> U.S. Government GSA SmartPay3 Card  <input type="checkbox"/> Non-Government Credit Card bearing the entity name or branded for commercial use         </div> <div style="width: 48%;"> <input type="checkbox"/> Check issued by the entity  <input type="checkbox"/> Colorado State or Local Government Credit Card         </div> </div>			
<b>4. Other Exemption.</b> Describe the exemption claimed and how your purchase qualifies.			
Exemption Claimed		Qualifications	
<b>5. Purchaser Signature</b>			
I declare that the purchases I make using this form qualify for exemption from Colorado sales and use taxes as entered above, and that I am the purchaser or have the authority to execute this form on behalf of the purchaser.			
Printed Name		Title	
Signature		Date (MM/DD/YY)	