

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.

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*College of Fine Arts, Dean's Office Approval*

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*Karineh Hovsepian, Assistant Dean, Finance & Operations*

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*John Scheib, Dean*

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*College of Fine Arts, Department Chair/School Director Approval*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_