

# State of Colorado



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Governor

**Kathy Nesbitt**  
Executive Director

**Jennifer Okes**  
Deputy Executive Director

**Carol Pfarr**  
Division Director

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Purchasing Director

**Lenora Kingston**  
Manager

## DPA

Department of Personnel  
& Administration

Division of Finance & Procurement  
Travel Management Program  
633 17<sup>th</sup> Street, Ste. 1520  
Denver, Colorado 80202  
Phone (303) 866-3986  
Fax (303) 894-7445  
www.colorado.gov/travel

### State of Colorado State Tax-Exempt Certificate

The State of Colorado has expanded the Commercial Card options used to facilitate approved official business expenses. The card provider is CitiBank VISA in which the State Tax-Exempt Central Travel card and State Tax-Exempt ONE card. These card types can be used to manage occasional travelers by third-party billing, displays the employee name, the state seal [or governmental entity logo] in the upper left corner and reads "Tax Exempt" followed by State of Colorado tax exemption number [or governmental entity exempt number] allowing qualified purchases to be *exempt* from state tax. To facilitate travel related purchases, the State Travel Management Program is providing a copy of the State Tax-Exempt Certificate and samples of the CitiBank VISA travel card options.

DR 0160 (02/08/07)  
COLORADO DEPARTMENT OF REVENUE  
DENVER CO 80261-0013

CERTIFICATE OF EXEMPTION FOR COLORADO STATE SALES/USE TAX ONLY

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION		ISSUE DATE
	98-02565-0000	01 006	G 010180

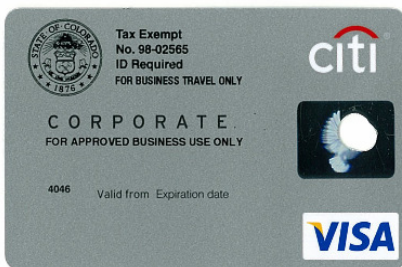
633 17TH ST STE 1500 DENVER CO

THIS LICENSE IS NOT TRANSFERABLE

STATE OF COLORADO  
633 17TH ST STE 1500  
DENVER CO 80202-3661

*Rosy Huber*  
Executive Director  
Department of Revenue

#### CENTRAL TRAVEL CARD



**State Tax-Exempt**

#### ONE CARD



**State Tax-Exempt**

#### Individually-billed Travel Card



**NOT State Tax-Exempt**

The Central Travel Card displays the words "CORPORATE" and "FOR APPROVED BUSINESS USE ONLY." State agencies and institutions of higher education also have the option of placing their respective logos on their cards or use the State seal. The central travel card includes the agency's tax exemption number that begins with "98" followed by five digits. The bottom of the card displays the name of the authorized cardholder or business unit to whom the card is issued (authorized to purchase on behalf of the state).

The ONE card displays the words "COMMERCIAL" and "FOR APPROVED BUSINESS USE ONLY." State agencies and institutions of higher education also have the option of placing their respective logos on their cards or use the State seal. The one card includes the agency's tax exemption number that begins with "98" followed by five digits. The bottom of the card displays the name of the authorized cardholder or business unit to whom the card is issued (authorized to purchase on behalf of the state).

The Individual Joint/Several Travel Card displays the words "CORPORATE" and "FOR APPROVED BUSINESS USE ONLY." State agencies and institutions of higher education also have the option of placing their respective logos on their cards or use the State seal. The individual joint/several travel card does not qualify for tax-exempt status. Therefore, the card includes the words "Not State Tax Exempt" to avoid unnecessary confusion by merchants. The bottom of the card displays the name of the authorized cardholder to whom the card is issued (authorized cardholder of the state).

**Please Note:** Due to Payment Card Industry (PCI) Data Security Standards representatives of the State of Colorado are no longer allowed to provide copies of the back of **ANY** state issued credit card. Any requests for a copy of the front of a credit card shall be provided only if the credit card number has been protected prior to being copied. Violations shall be reported to the appropriate governing body, VISA or MasterCard.

"Working Together To Serve Colorado"