

Tax Exemption Forms

*****Items for resale and food for immediate consumption are NOT tax exempt*****

- Only allowable with General Fund accounts
- Activity Funds do NOT qualify unless it is for an instructional purpose
- Curriculum related purchases ONLY

If you need to request a tax exemption form, please email the following information to:

Accountspayable@wcskids.net

- Vendor number if already established in AS400
 - If not in AS400, please send the vendor's W9 to Accounts Receivable eclune@wcskids.net, to have them entered in the system
- Vendor name
- Vendor address
- ASN using
- Detailed reason for the request
- Specify if this is a one-time purchase or if it is for a recurring purchase/service

Form must be signed by one of the following District Administrators: Kari Elenbaas, Donna Stadler, or Susan Andrzejewski