



Always identify that your purchase is tax exempt when using the Pcard.
In-store if asked for documents, prepare to present the University Tax Exemption Certificate found on the Controller's Office website.

How to receive tax exemption on your purchase

1. Go to www.homedepot.com and type "Tax" in the search Bar.
2. Click on "Register Online", the Tax-Exempt Customer Registration site will open and you can begin the process by clicking the "Sign Up" button on the left side of the screen.

3. Once your registration is submitted you will receive an email with your Tax-Exempt Id Number.

In-store

- 1 Let the associate know you're a tax exempt customer
- 2 Provide your Home Depot Tax Exempt ID

Online

- 1 Enter your Home Depot Tax Exempt ID at checkout

Phone Number Associated with account Procurement **(601)266-4131**

Contact Pcard Administrator if you have any issues or concerns at pcard@usm.edu