



**Certificate of Sales/Use Tax Exemption/
Exclusion of Purchases by Political
Subdivisions of the State of Louisiana**
Louisiana R.S. 47:301(8)(c)

PLEASE PRINT OR TYPE.

Political Subdivision GRAMBLING STATE UNIVERSITY	Louisiana Dept. of Revenue Registration No. (if applicable)	
Address 403 South Main Street, Suite 262; Post Office Box 25		
City Grambling	State LA	ZIP 71245

The above referenced entity does hereby certify that the entity is a public agency of the State of Louisiana with legal status as one of the following:

- ☒ State agency, board or commission
- ☐ Municipal government or instrumentality thereof
- ☐ Public Charter School (R.S. 17:3971-4001)
- ☐ Hospital service district
- ☐ Public housing authority
- ☐ Parish government or instrumentality thereof
- ☐ Parish school board or public school
- ☐ Law enforcement district
- ☐ Waterworks district
- ☐ Parish and municipal libraries
- ☐ Other _____

Purchases of tangible personal property and taxable services, and/or leases and rentals of tangible personal property by the above referenced political subdivision are totally exempted from the sales tax levied by the State as provided by R.S. 47:301(8)(c). The Louisiana Constitution, Article VI, §44(2) defines a political subdivision as "a parish, municipality, and any other unit of local government, including a school board and a special district, authorized by law to perform governmental functions".

The authorized person for the political subdivision certifies that the entity meets the criteria for the sales tax exclusion under R.S. 47:301(8)(c), and if sales tax is later found to be due, the entity will be responsible for any tax liabilities.

Signature of Authorized Agent	
Authorized Agent Rachel D. Davis, MBA, CFE	Title Interim Senior Associate Vice President for Finance
Signature X Rachel D. Davis	Date (mm/dd/yyyy) 07/01/2025

LOUISIANA
 DEPARTMENT of REVENUE

Governmental Employees Hotel Lodging Sales/Use Tax

Exemption Certificate

Louisiana R. S. 47:301(8)(c)

This certificate is for use by employees of the United States government and the State of Louisiana and its political subdivisions. It is used to document employee eligibility for exemption from payment of state and local sales taxes on hotel lodging charges that are directly reimbursable by the government employer.

PLEASE PRINT OR TYPE.

Employee Name		Hotel Folio or Reference Number	
Employee Title		Government Agency Employer GRAMBLING STATE UNIVERSITY	
Agency's Address Post Office Box 25		Agency's Telephone Number (318) 274-2752	
City Grambling		State LA	ZIP 71245

This certifies that the employee named above is an employee of the above named government agency and that the lodging charges incurred are necessitated by the employee's conduct of the official business of this government agency. The employee's lodging expenses are required to be accounted for to his government agency employer and are reimbursable by the government agency to the employee in the actual amount incurred. This government agency, therefore, claims exemption from the payment of state and local sales taxes on the lodging charges for the occupancy of the employee's hotel room.

Under penalty of perjury, I declare that I have examined this exemption certificate and accompanying documents, and to the best of my knowledge and belief it is true, correct, and complete.

Authorization

Employee Name	Employee Title
Employee Signature X	Date (mm/dd/yyyy)
Government Agency Representative (other than employee) Rachel D. Davis, MBA, CFE	Government Agency Representative Title (other than employee) Interim Senior Associate Vice President for Finance
Government Agency Representative Signature X <i>Rachel D. Davis</i>	Date (mm/dd/yyyy) 07/01/2025

Notice to Dealer: Report this sale on the appropriate line of the Louisiana Hotel/Motel sales tax return as exempt room rentals.

Hotel Information

Hotel's Name	Seller's Louisiana Sales Tax Registration Number (if applicable)
Dates of Employee's Stay	

Note: This form is valid for documenting eligibility for exemption from the payment of state and local sales taxes, Louisiana Stadium and Exposition District tax and New Orleans Exhibition Hall Authority taxes on hotel room rental charges. Sales tax must be paid on other taxable purchases from the hotel, including meals, laundry, dry cleaning, and vehicle parking.

When this form bears the signature of only the employee, the form must be accompanied by a copy of the employee's written travel orders which states the dates and destination of the authorized travel. The hotel must retain this certificate and photocopy of the travel orders to document the exemption. This form is not valid to document exemption from the payment of local room occupancy taxes except for the New Orleans Exhibition Hall Authority tax.