

# UW

## UNIVERSITY OF WASHINGTON

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### Financial Accounting

3917 UNIVERSITY WAY NE BOX 351120 SEATTLE, WA 98105-6613  
(206) 221-7845 or FAX (206) 685-8015

Re: Machinery & Equipment (M&E) Exemption Certificate Replacement

A brief history of the University of Washington's M&E process is detailed below. If you have additional questions, please feel free to contact the University's Equipment Inventory Office at [eio@u.washington.edu](mailto:eio@u.washington.edu) or (206) 543-4663.

Prior to October 2004, the University used a state designed paper certificate as an *interim* accommodation while undergoing a reprogramming of the University's purchasing and financial system related to the M&E exemption. These temporary paper certificates allowed our researchers to take advantage of the exemption while our systems were being reprogrammed. Reprogramming was completed in October 2004. No paper certificates have been issued by the UW since that date.

The current tax exemption certificate is printed on the final page of the order and is the legal, official, state approved, tax exemption certificate. Each order clearly delineates the tax exemption status for qualifying line items in the "Item Description." The exemption certificate is also printed on the check remittance upon payment.

Please keep in mind that not all items on each purchase order may qualify for this tax exemption.

More information can be found at the following link:

<http://www.washington.edu/admin/eio/tax.exemption.html>

We appreciate your understanding and cooperation. Please feel free to contact us with any questions.

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Financial Accounting/Equipment Inventory  
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