

MICRO CENTER[®]

computers & electronics

1. Please make a legible copy of the purchasing card to be used, truncating the account number (blocking out all but the last 4 digits of the account number), as seen below.

To be legible, the name “University Of Minnesota”, the last 4 digits in the card number, the expiration date and the persons name must be recognizable.



2. Bring the card and the copy of the card to the store.
3. Select the items you wish to purchase and proceed to the front check outs.
4. Tell the cashier you are tax exempt and with the University of Minnesota, present your purchasing card to them along with the copy of the card you made earlier.
5. The cashier will ring the transaction thru sales tax exempt, charging your purchasing card.

Purchases made after your first use of your purchasing card.

1. Make your selections of items to be purchased and proceed to the check outs.
2. Advise the cashier you are sales tax exempt, are with the University of Minnesota and present your purchasing card to the cashier to be charged with your purchases
3. The cashier will ring the transaction thru sales tax exempt.