



State of West Virginia

Office of the State Auditor
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State Auditor

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To Whom It May Concern:

The State of West Virginia recently initiated a new travel card program which is direct billed to the State. In accordance with West Virginia law, purchases made with this card are **TAX EXEMPT**. Any purchase made with the State's Purchasing Card, including in-state travel, is exempt from any form of taxation.

A sample of the current Purchasing Card design is included for your convenience. We thank you in advance for your cooperation and assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen B. Gainer III".

Glen B. Gainer III
State Auditor

A handwritten signature in black ink, appearing to read "John C. Musgrave".

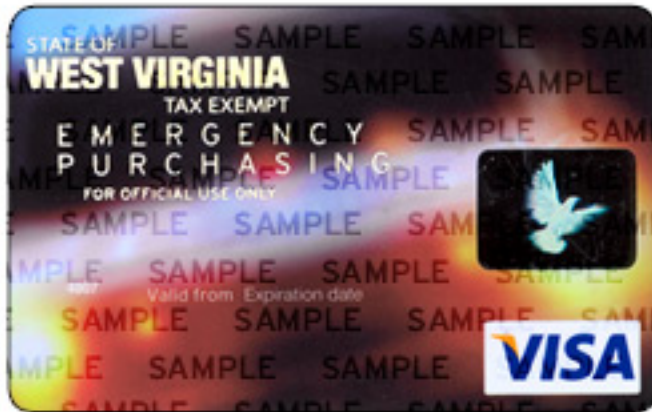
John C. Musgrave
Acting Cabinet Secretary
Department of Revenue

GBGIII:cc

Attachment



State Purchasing Card - the Purchasing Card, or "P-Card", is the preferred method of payment for goods and services. This card is used for travel expenses by ALL of Higher Education and by the West Virginia Banking Commission.



Emergency Management Emergency Card - The West Virginia Division of Homeland Security and Office of Emergency Management and other State Agencies utilizes this card in response to state or federal emergencies as declared by the Governor.



National Guard Emergency Card - This card is designed to be easily recognized as the State Emergency Card issued only to members of the West Virginia National Guard. These cards are activated only when the National Guard is called upon to respond to a state of emergency as declared by the Governor.