

PTO Purchasing – Tax Free

Pope Elementary PTO has a 501 (c) (3) designation which classifies us as a tax exempt organization. Because of this, the PTO is **UNABLE** to reimburse sales tax. Please use the following information to make **TAX FREE** purchase:

Pope Elementary PTO
19019 N. Bridgeland Lake Pkwy
Cypress, TX 77433
(281) 373-2340
EIN ID: 90-0992065

When purchasing materials, please request a tax exempt form so sales tax is not charged. Below are some local stores and shopping options:

- **Amazon.com** - Pope Elementary PTO business account is set up for Amazon Prime & tax free exemption. This provides us with better pricing on some products. In addition, expense will be billed directly to the Pope PTO bank account.
 - Please use: www.smile.amazon.com as the URL to purchase.
 - Please obtain login and password for your orders from treasurer@popepto.org.
- **Office Depot** - Tax free card. Please ask your VP to retrieve from the PTO Google Drive for copy or contact treasurer@popepto.org.
- **Michaels** – Let the cashier know you are purchasing for a tax exempt organization. They will provide you a short form to fill out including organization contact info & EIN number.
- **Target** – Let the cashier know you are purchasing for a tax exempt organization. They will provide you a short form to fill out including organization contact info & EIN number.
- **WalMart** - Tax free card. Please see g-drive for copy or contact treasurer@popepto.org.
- **Hobby Lobby** - Tax free card. Also gives 10% off if you use the PTO debit card. Please see Google Drive (G-Drive) for copy or contact treasurer@popepto.org.
- **HEB/Kroger** - Food is not a taxable expense but you will need to tell them you are a tax exempt organization if you are purchasing non-food items.
- **Dollar Tree** – Must show a copy of the sales tax exemption certification.
- **Lowes** – Must provide the school phone number (281.373.2340)
- **Fun Express (aka Oriental Trading)** – Fun Express is the Corporate Accounts Subsidiary of Oriental Trading. We receive 20% discount and reduced shipping costs. Shop at FunExpress.com/corporate and ask your VP for the username and password.