July 11, 2012

[Contractor Name]

[Contractor Address]

[PROJECT NAME (PROJECT NUMBER)]

TAX EXEMPT NO. \_\_\_\_\_\_\_\_\_\_\_\_

Enclosed are two copies of Tax Exemption Certificate No. \_\_\_\_\_\_\_\_\_ which has been assigned to the above referenced project by the Kansas Department of Revenue. The number assigned to this project is for your use in purchasing tangible personal property or labor services, tax exempt, as set out in K.S.A. 79-3606 (d) or (e). Please note the certificate is not valid on purchases made prior to [enter date].

Upon completion of the project, we will provide you a Project Completion Certification (PR-77) for your execution. The original is to be returned to this office and will be retained in our files. The above referenced Kansas Statute provides that: "All invoices shall be held by the contractor for a period of five (5) years and shall be subject to audit by the Director of Taxation."

Final payment will not be made on your contract for the above referenced project until the City has received the executed copy of the Project Completion Certification as explained above, along with a "Consent of Surety Company to Final Payment."

CONTRACT SPECIALIST

Enclosure