CLAUDE INDEPENDENT SCHOOL DISTRICT

SALES TAX SUMMARY

CAMPUS:_____ **COMPLETED BY:**_____

MONTH:_____ **APPROVED BY:**_____

ORGANIZATION, CLUB, OR GROUP	(A) TOTAL SALES	(B) NON-TAXABLE SALES	(C) ONE-DAY TAX FREE SALES	(D) NET TAXABLE SALES (A-B-C)	(E) SALES TAX (D x .0825)

INSTRUCTIONS: Use this form to list all sales made by campus organizations and to report sales tax to the Business Office. Submit the form monthly by the 15th of each month. If there were no sales, complete one line with the name of your school and zeros across the columns.

COLUMN A: All sales made during the monthy. Do not include sales tax.
COLUMN B: Any sales that are not taxable, I.e. food and soft drinks.
COLUMN C: The total of one-day tax-free sales.
COLUMN D: Net taxable sales. Subtract non-taxable (B) and one-day tax-free sales (C) from total sales (A).
COLUMN E: Sales tax. Net taxable sales x 8.25%.

Include a check for the total sales tax due, payable to Claude I.S.D. with copies of sales tax reports for the organizations listed.