March 4, 2016

Ms. Denise Moe, ProCard Administrator
University of Alaska Fairbanks
Procurement and Contract Services
P.O. Box 757940
Fairbanks, AK 99775-7940

Dear Ms. Denise Moe,

The City of Seward has reviewed University of Alaska Fairbanks’s (UAF) purchasing card issued by JPMorganChase, we have determined that the use of the credit card, for UAF business, will meet the definition of “paid directly” for bed tax purposes, SCC 5.45.015. This letter may be photocopied to vendors as needed to support tax exempt status for bed tax transactions.

The official UAF purchasing card issued by JPMorganChase can be identified by coloration and design, including the following features:

- The background color is golden brown
- MasterCard logo in lower right corner of card
- “University of Alaska” and logo in white font on face of card
- “Tax Exempt” in white font in the upper right corner of card
- Card number begins with series 5567-0880
- “Purchasing” printed vertically in white font on around the card

This letter does not apply if a University of Alaska Fairbanks employee pays using personal funds (e.g. cash, personal check, personal and UAF reimbursable credit card) or other UAF credit card not meeting the above description.

If UAF or any of the local bed tax collectors have any questions regarding this matter, please contact me directly at (907) 224-4063 or nambrosiani@cityofseward.net.

Kind regards,

Naneth Ambrosiani, Grant Accountant
Finance Department
City of Seward