Helen Connor, ProCard Administrator  
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PO Box 757940  
Fairbanks, AK 99775-7940

December 15, 2015

After careful review of the documentation on the school district’s credit card program, the Finance Department has determined the credit card meets the definition of “paid direct” in Anchorage Municipal Code (AMC) 12.20, Room Tax, and AMC 12.45, Rental Vehicle Tax. This letter may be photocopied as needed and provided to Anchorage area hotels and rental vehicle agencies used by the school district to support tax-exempt status for rental transactions.

Each official University of Alaska credit card can be identified as follows:

- All cards have been issued by JPMorgan Chase with the MasterCard brand.
- All cards include the MasterCard logo in the lower right corner.
- **All cards are Brown Color with expiration date of November, 2018 (11/15/2018).**
- All cards include “JPMorgan Chase” in letters on a red box near the upper right corner with the phrase “University of Alaska – Tax-Exempt” appearing in the upper left hand corner.
- All account numbers begin with 5567
- All cards include the phrase “University of Alaska” under the cardholder’s name.

**Only the following card is classified as Tax-Exempt:**

![Credit Card Image]

**Note to businesses located in Municipality of Anchorage:** Please retain a photocopy of this letter for each tax-exempt reservation utilizing the above-mentioned card.

Blyss Cruz  
Manager, Program Taxes & Tax Collection

For more information, please contact:  
Supervisor (907) 343-6965  
Enforcement Officers (907) 343-6964 or 6676  
Assistants (907) 343-5686 or 6967