



Designation of Construction Contractor as  
Agent of a Governmental Entity  
and Exemption Certificate

\_\_\_\_\_, an agency of the  
Legal name of Governmental Entity  
United States government, or an agency, board, commission, or instrumentality of the State of Louisiana or its political subdivisions, including parishes, municipalities and school boards, does hereby designate the following contractor as its agent for the purpose of making sales tax exempt purchases on behalf of the governmental body:

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

This designation of agency shall be effective for purchases of component construction materials, taxable services and leases and rentals of tangible personal property for the following named construction project:

\_\_\_\_\_

This designation and acceptance of agency is effective for the period \_\_\_\_\_, through\_\_\_\_\_.

Purchases for the named project during this period by the designated contractor shall be considered as the legal equivalent of purchases directly by the governmental body. Any materials purchased by this agent shall immediately, upon the vendor’s delivery to the agent, become the property of this government entity. This government entity, as principal, assumes direct liability to the vendor for the payment of any property, services, leases, or rentals made by this designated agent. This agreement does not void or supersede the obligations of any party created under any construction contract related to this project, including specifically any contractual obligation of the construction contractor to submit payment to the vendors of materials or services for the project.

This contractor-agent is not authorized to delegate this purchasing agency to others; separate designations of agency by this governmental entity are required for each contractor or sub-contractor who is to purchase on behalf of this governmental entity. The undersigned hereby certify that this designation is the entirety of the agency designation agreement between them. In order for a purchase for an eligible governmental entity through a designated agent to be eligible for sales tax exemption, the designation of agency must be made, accepted, and disclosed to the vendor before or at the time of the purchase transaction.

Designation of Agency

\_\_\_\_\_  
Signature of Authorized Designator, Date

\_\_\_\_\_  
Name of Authorized Designator

\_\_\_\_\_  
Name of Governmental Entity

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

Acceptance of Agency

\_\_\_\_\_  
Signature of Contractor or Subcontractor Authorized Acceptor, Date

\_\_\_\_\_  
Name of Contractor’s or Subcontractor’s Acceptor

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

This designation of agency form, when properly executed by both the contractor and the governmental entity, shall serve as evidence of the sales tax exempt status that has been conferred onto the contractor. No other exemption certificate form is necessary to claim exemption from sales taxes.