



ALABAMA DEPARTMENT OF

Early Childhood Education

Honorable Kay Ivey, Governor

Barbara J. Cooper, Ph.D., Secretary

DATE: September 3, 2021
TO: ADECE Staff
FROM: Secretary Barbara Cooper, Ph.D. *BJC*
RE: ADECE Tax Exempt Status for All Purchases

The ADECE is a tax exempt agency according to the Alabama Department of Revenue-Sales and Use Tax Rules (Code of Alabama 1975, Sections 40-23-31 and 40-23-83). As a result, our department is not allowed to pay taxes on any purchases. This includes all purchases made with the WEX card that all staff with state vehicles are provided for fuel and auto services charges.

Anytime purchases are made with a WEX card, the ADECE staff member is responsible for alerting the vendor of the ADECE tax exempt status and for providing the vendor with the following:

TAX EXEMPT I.D. # 636000619

Effective today, 9/3/2021, when an ADECE staff member uses the WEX card for any approved purpose and taxes are charged, the ADECE staff member will be required to either have the taxes credited back to the WEX card the same day the taxes are charged, or the staff member will be required to reimburse the ADECE for any tax charges with a personal check by the end of the month in which the taxes were charged. There will be no exceptions.

Staff are also reminded that more than one tire may not be purchased using the WEX card. Purchase orders have to be requested from the ADECE, approved by the Comptroller and issued to vendors by the ADECE before sets of tires may be ordered by approved vendors. This process can take from a few days to over a week. Please proactively replace tires to avoid having to wait for purchase orders to be processed. We are committed to your safety.

Please let your supervisor know if you have questions related to this communication.

cc: Dr. Pamela Truelove-Walker, Senior Director
Dianna Tullier, Senior Director