



Board of Water Works
of Pueblo, Colorado

319 W. 4th Street ▪ P.O. Box 400 ▪ Pueblo, Colorado 81002-0400 ▪ 719/584-0250

TO: _____
(vendor name)

FROM: Tina Garcia, Purchasing Agent, phone #719/584-0201

SUBJECT: Tax Exempt Status

This memo will serve as verification that the Board of Water Works is a tax-exempt entity and all purchases completed with the vendor listed above are for official business use only. Payment will be made by ACH, check or credit card bearing the name “Board of Water Works of Pueblo, CO”.

Any person initiating a purchase on behalf of the Board of Water Works must exhibit an employee photo I.D. badge. Vendors are welcome to verify I.D. information with the Board’s Purchasing Department at 719/584-0201 or Human Resources Department at 719/584-0454.

Further information regarding the City of Pueblo’s tax policy is available on their website: www.pueblo.us or by contacting Valerie Palumbo, Tax Audit Manager, at 719/553-2659.

Feel free to contact me directly with any questions or concerns.