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## Memorandum

October 12, 2010

To Whom It May Concern:

The Food and Drug Administration is an agency of the Federal Government and has tax exempt status.

The Food and Drug Administration's tax identification number is 53-0196965.

In July 2008, the U.S. General Services Administration (GSA) sent a letter to all States and Commonwealths requesting support of the GSA Smart Pay card programs by continuing to extend tax-exempt status for Federal Government credit card purchases. A copy of the letter can be found at <http://apps.fas.gsa.gov/services/gsa-smartpay/taxletter/letters08.cfm>.

I am requesting that your company extend tax-exempt status to all purchases made by Food and Drug Administration's credit card holders with your company. Food and Drug Administration tax-exempt government purchase cards may be identified by the prefix 4486, 4614 or 4716 and US Government Tax Exempt logo at the top of the card.

Should you have any questions concerning this matter you may contact Reginald Moore at (301) 827-2859 or Glory Franklin at (312) 596-6453.

Thank you for your cooperation in this matter.

Sincerely,

*Glenda Barfell*

Glenda Barfell  
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