



Administrative Rules Board  
AGENDA  
Thursday, February 19, 2026, 10:30 a.m.  
Administrative Headquarters 2079 E. Ninth Street,  
4th Floor – Committee Room B

The public may also view the meeting via live-stream by using the following link:  
<https://www.youtube.com/cuyahogacounty>

1. CALL TO ORDER
2. ROLL CALL BY CLERK
3. APPROVAL OF PRIOR MEETING MINUTES
  - a. January 8, 2026
4. PUBLIC COMMENT RELATED TO THE AGENDA
5. SUBMITTED FOR SECOND READING

RESOLUTION NO.	REQUESTING ENTITY	RULE TITLE	ACTION
ARB2026-0001	Cuyahoga County Department of Purchasing	Cuyahoga County Sales Tax Policy	Adopt permanent rule

6. MISCELLANEOUS BUSINESS
7. PUBLIC COMMENT UNRELATED TO THE AGENDA
8. ADJOURNMENT

## **Minutes from January 8, 2026**



Administrative Rules Board  
MINUTES  
Thursday, January 8, 2026, 10:30 a.m.  
Administrative Headquarters 2079 E. Ninth Street,  
4th Floor – Committee Room B

**1. CALL TO ORDER**

Chair Manoloff called the meeting to order at 10:32am

**2. ROLL CALL BY CLERK**

Rick Manoloff  
Walter Parfejewiec  
Greg Huth  
Nora Hurley

**3. APPROVAL OF PRIOR MEETING MINUTES**

Minutes from the October 2, 2025 meeting were circulated to the committee. Greg Huth moved to approve the minutes; Walter Parfejewiec seconded. Nora Hurley refrained from the vote as she was not present at the October meeting. The motion was approved by all other members in attendance.

**4. PUBLIC COMMENT RELATED TO THE AGENDA**

None

**5. GENERAL DISCUSSION**

RESOLUTION NO.	REQUESTING ENTITY	RULE TITLE	ACTION
ARB2026-0001	Cuyahoga County Department of Purchasing	Cuyahoga County Sales Tax Policy	Adopt permanent rule

Chair Manoloff reminded the Board that duly authorized individuals from the requesting entity are to attend the meeting to address the Board and answer relevant questions.

Paul Porter, Director of the Purchasing, is the duly authorized representative from the Department of Purchasing in attendance to present the proposed Sales Tax Policy. The proposed rule is intended to establish clear procedures governing purchases made by the County or by individuals acting on behalf of the County, and to ensure the County's tax-exempt status is properly recognized by vendors. Director Porter explained that the adoption of this rule would reduce the likelihood of sales tax being paid by the County or by employees making purchases on the County's behalf.

During discussion, Board members offered recommendations and requested clarifications to the proposed policy. The first recommendation was to revise the second sentence of the opening paragraph on background to clarify that the policy applies when the County or individuals acting on behalf of the County purchase goods and services.

Discussion followed regarding the responsibilities outlined for in-state purchases. Board members recommended adding the phrase, "on behalf of the County" to the first paragraph and removing the final sentence of that paragraph for brevity. Clarification was also requested to explain that if an employee is asked to pay or is charged sales tax, the employee must present the County's tax-exempt status to the vendor and seek reimbursement from the vendor if tax was paid.

With respect to out-of-state purchases, it was noted that not all states honor sales tax exemptions. The Board recommended referencing the appendix in this section and clarify responsibility when sales tax is charged.

In the Remote Purchases section, the Board recommended combining the first two sentences of the second paragraph for clarity. Additional clarification was requested regarding the statement that “the source is considered to be the location where the order is received”, with a recommendation to substitute “good or service” for “order”. Board members also asked how employees would complete the step requiring contact with vendors to confirm tax-exempt status. Director Porter explained that this would typically involve contacting the vendor’s customer service department and reiterated that responsibility rests with the employee making the purchase.

The Board raised a question regarding the reference to the ORC defining a political subdivision. They recommended changing the section to define political subdivision by the County Charter rather than the reference to the ORC.

The Board discussed the section addressing use of personal cards for purchases. It was clarified that once new County p-cards are issued, the cards will display “Cuyahoga County” as the account name with the employee’s name beneath, signaling to vendors that the County is the purchaser and that sales tax exemption should apply. Board members recommended clarifying that use of personal cards is an exception and should not be the default purchasing method.

Another question on the Remote Purchases section was raised: How would an employee complete step 3b to contact the vendor to clarify the tax-exempt status? Director Porter stated that it would involve contacting the vendor’s customer service team. It is the responsibility of the employee making the purchase to ensure that the tax exemption is honored.

Questions were raised regarding responsibility when sales tax is mistakenly charged on remote purchases and cancellation is not possible. Director Porter explained that the policy was intentionally silent on this issue, as such situations would be reviewed on a case-by-case basis by the Purchasing Department, with escalation from the employee to the fiscal officer to attempt reconciliation or a refund.

Director Porter shared that the policy is intended to educate employees and reduce the occurrence of improper sales tax payments. It was estimated that approximately \$500,000 in purchases could fall within the scope of this policy – ultimately saving the County money.

Director Porter did not request to suspend the two-reading rule for this policy. Therefore, revisions will be made that the proposed rule will be brought forward for a second reading at a future meeting.

## **6. MISCELLANEOUS BUSINESS**

None

## **7. PUBLIC COMMENT UNRELATED TO THE AGENDA**

None

## **8. ADJOURNMENT**

Chair Manoloff adjourned the meeting 11:16am

**Cuyahoga County Department of Purchasing**  
*Cuyahoga County Sales Tax Policy and Procedures*

# Cuyahoga County Sales Tax Policy and Procedures

## Background

Sales tax is a tax paid to a governing body (state or local) on the sale of certain goods and services. The purpose of this policy is to define the applicability of sales taxes when the County [or individuals working on behalf of the County are](#) purchasing goods or services during the course of business.

## Authority

Ohio Revised Code Section 5739.02 defines the purpose, rate, and exemptions for the levy of sales tax in the State of Ohio. Cuyahoga County has formulated this policy to provide guidance and instruction to County employees making purchases for the County.

## General Information

The Ohio sales and use tax applies to the sales of goods and services within the State of Ohio. ~~Cuyahoga County is identified as a political subdivision, as defined by Ohio Revised Code (O.R.C.) 2744.01 (F).~~ Within Ohio, sales taxes do not apply to political subdivisions in accordance with Ohio Revised Code Section 5739.02 (B) (1). “Political subdivision,” while not expressly defined in Ohio Revised Code Chapter 5739, has been generally understood by Ohio courts to include bodies corporate and politic responsible for governmental activities in a geographic area smaller than that of the state, including counties such as Cuyahoga County. Cuyahoga County is identified as a political subdivision

## Responsibilities – In-State Purchases

County employees conducting any transactions related to the business, operations, maintenance, or any other purchase [on behalf of the County](#) within Ohio shall present the Ohio Department of Taxation Sales and Use Tax Blanket Exemption Certificate (Form STEC B) at the time of the transaction.

The vendor is responsible for collecting and maintaining the Form STEC B at the time of the transaction.

[Form STEC B can be obtained here:](#)

[https://dam.assets.ohio.gov/image/upload/procure.ohio.gov/pdf/ST\\_STEC\\_B\\_FI.pdf](https://dam.assets.ohio.gov/image/upload/procure.ohio.gov/pdf/ST_STEC_B_FI.pdf)

Sales tax for transactions occurring within Ohio are not subject to sales tax. Sales tax shall not be paid by the employee conducting the transaction. Should sales tax be paid on county transactions, the employee making the transaction shall be responsible for:

1. Reimbursement to the county in the amount of tax paid, or
2. Contact with the vendor for a rebate on the amount of sales tax paid

Sales tax charged for transactions within Ohio which are not in compliance with this policy will not be reimbursed.

Should the employee present the STEC B at the time of the transaction, but the vendor refuses to honor the exemption, employees shall seek out an alternative vendor willing to accept the sales tax exemption.

Any sales taxes paid on transactions conducted within the State of Ohio are the responsibility of the employee making the transaction.

### **Responsibilities – Out-of-State Purchases**

Employees travelling out of state on County business shall familiarize themselves with the requirements of the state in which they will be conducting business (refer to Appendix A). Should specific documentation be required for a sales tax exemption, employees shall obtain that documentation prior to travel (some forms are identified in Appendix A, but this is not considered to be an exhaustive list). Employees shall present the required documentation at the time of the transaction, requesting the appropriate exemption.

Should a request for an authorized exemption be refused at the time of the transaction, employees shall proceed with making the purchase while noting their request for exemption was refused.- The employee shall be reimbursed for the full amount of such purchases, including any sales tax charged.

Employees should be aware that while certain states have no sales tax (Alaska, Delaware, etc.), state law may allow for individual municipalities to impose sales tax upon transactions made within their jurisdiction. Should this occur, employees shall request an exemption. If the exemption is denied, employees shall comply with the above described course of action.

### **Responsibilities – Remote Purchases**

Remote sales are considered to be those occurring through mail order, telephone or online.

Per the Ohio Department of Taxation, sourcing is used to determine the applicability of sales tax to an individual transaction. For all remote sales within Ohio, whether the vendor is in or out of the state, the source is considered to be the location known to the vendor where the consumer receives the tangible personal property or service, including the location indicated by instructions for delivery to the consumer in accordance with Ohio Revised Code Section 5739.033 (C)(2).where the order is received.

As a result, any remote purchases or transactions made pursuant to the operations of the County shall not have sales tax applied. Persons making such transactions shall:

1. Ascertain if the vendor has a tax exempt status option
2. Provide the required information pertaining to the tax exempt status of the County (such as uploading a copy of the STEC B)
3. When completed with the order process, but prior to checking out, ensure that sales tax exemption has been applied
  - a. If sales tax was applied, do not complete the transaction
  - b. Contact the vendor to clarify tax exempt status
4. If tax exempt status has been verified, complete the transaction
5. If tax is mistakenly charged
  - a. Attempt to cancel the transaction
  - b. Retain a written record of the cancellation confirmation [and/or order confirmation](#)
  - c. Request refund of sales tax
6. Retain any receipts and submit them to the Fiscal Office for reconciliation.

### **Use of Personal Cards for Purchases**

To the degree practicable, County employees shall ensure tax exemption by using a County-issued P-Card or Credit Card instead of a personal card.

[Notwithstanding the above,](#) if purchase with a County-issued P-Card or Credit Card is not practicable, purchases made by employees using their personal cards or bank accounts may not be honored as tax exempt by the retail merchants/vendors, but those transactions shall be reimbursed in full by the County, including applicable sales tax.

## **APPENDIX A**

### **OTHER STATE EXEMPTION REQUIREMENTS**

STATE	EXEMPTION YES/NO	REQUIREMENTS
AL	N	
AK	Other	No state sales tax; several borough's and cities have their own ability to level sales taxes, which are not controlled by the state.
AZ		
AR	No	
CA	No	
CO	No	
CT	No	
DE	Other	No state sales tax
DC	Yes*	Code of D.C. 47-2005 (2); states requesting exemptions must provide those same exemptions to DC
FL	Yes	F.S. 212.08 (Sales, rental, use, consumption, distribution and storage tax; specified exemptions. Requires the filing of an Application for a Consumer's Certificate of Exemption (DR-5) or (DR-14)
GA	No	
HI	Other	No state sales tax; may charge other excise taxes
ID	No	
IL	YES	With limitations; does not apply to hotel rooms (IL Admin Code, Title 86, Chapter 1, Part 480, Section 480.101).For other purposes, form STAX-1 (Application for sales tax exemption) must be filed. <b><i>Purchases made with credit cards bearing the individuals name WILL NOT be exempt, even if it is secondary to the governmental entities identification on the card.</i></b>
IN	No	
IA	No	
KY	Yes	Must file For 51A125 (Application for purchase exemption sales and use tax), with a copy or our State of Ohio exemption letter)
LA	No	
ME	No	
MD		
MA	No	
MI	No	

MN	Yes	Does not apply to lodging and prepared foods. Requires submission of MN Dept. of Revenue Form ST3, completed and filed at point of purchase
MS	No	
MO	Maybe	144.030.1 provides for exemptions between Missouri and "any other State..." but does not specify political subdivisions of any other state
MT	No	
NE	No	
NV	No	
NH	Other	No state sales tax
NJ	No	
NM	No	
NY	No	
NC	No	
ND	Yes*	Requires the filing of an application for Sales Tax Exemption Certificate, and only provides an exemption to states that treats ND sales in the same manner
OH	Yes	
OK	No	They do exempt sales tax ONLY to adjacent states
OR	Other	No state sales tax; no exemptions for lodging tax
PA	No	
PR		
RI	Yes	Only applies to contractors or construction materials
SC		
SD	Yes	No exemption certificate required; billing invoice must indicate that payment was received from the governmental entity or that the purchases were made by a credit card issued to and in the name of the governmental entity.
TN	No	
TX	No	
UT	No	
VT	No	
VA	No	
WA	No	
WV	Yes*	Requires the filing of the Streamlined Sales Tax Certificate of Exemption; only applies with other states that have reciprocity with WV
WI	No	

WY	No	
		<i>* Only applies to traffic control devices or similar items</i>