**Procedure for Purchasing Shooting Sports Equipment**

1. Request approval for purchase of firearm and/or ammunition from Lisa Muzzey, State Shooting Sports Coordinator using Firearm Purchase Approval Form.

2. Vendor needs to complete W-9 form
   a. “What are your standard invoicing terms” fill out “Other” with Upon Receipt/Net Zero

3. Complete the PeopleSoft purchase Requisition
   a. Attach W-9,
   b. Attach Invoice
   c. Attach waiver letter to Chief Tuomey, UVM Police and reply of authorization
   d. In the requisition comments section add: Send check to (leader name, address, phone number)

4. Use individual 4-H Club chart string.

**NOTES: Important**
- Current Waiver letter and response is good for one year (May 1, 2015 to April 30, 2016) Attached is a copy of each
- Vendor to complete W-9 “Other” otherwise Procurement will pay Net 30.
- Also in the comment section of the Requisition you might have to follow up with Procurement to be sure that the actual check goes to whoever is picking up the firearm and/or ammunition.