

	PINAL COUNTY Accounting Policies and Procedures
	SUBJECT: WEAPONS POLICY

POLICY: Weapons must be purchased through the Finance Department from an existing state contract. Exceptions require prior written approval from the appropriate Elected Official, County Manager, Assistant County Manager, or Department Director.

Delivery may be made to the requesting department, but the shipping documents must be received by the Finance Department within three business days. Each department is responsible for keeping a detailed inventory of all weapons purchased. The inventory shall include type, caliber and serial number.

Prior to entering a requisition for the purchase of a weapon, including but not limited to, handguns, rifles, shotguns, automatic weapons, the requesting department shall complete the following information and the Elected Official, County Manager, Assistant County Manager, or Department Director shall approve the request and send the request along with a completed Exemption Certificate to the Finance Department Purchasing Division to attach to the requisition.

Each Elected Official or Department Director shall provide a written inventory of ALL weapons purchased or assigned to their respective department or agency (including type, caliber and serial number) to the Finance Department by June 30th of each year. The disposition of ANY weapon which is removed from service by a department or agency must be detailed by that Department or Agency within the inventory in addition to any statutory, Departmental or Agency requirements.

Name of requesting department:

Type of weapon requested (be very specific, e.g. .40 Smith and Wesson, nine-round, semi automatic pistol):



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Are there any substitutions that can be made? If yes, please list them.

Who will this weapon be assigned to? (Name of staff person who will have the weapon in their possession):

If the weapon is not assigned to a specific staff member, where will this weapon be located? Consider that the stated location is subject to inventory at any time. If weapons are stored in an armory of some sort, a log showing the status of each weapon must be available to track the location of any non-assigned weapons on any given day.

Why is acquisition of this weapon necessary? (E.g. backup weapon, the assigned staff is a new hire, the assigned staff has been tasked to a Special Unit):

Elected Official, County Manager,
Assistant County Manager, or
Department Director.

Approval Date

Cost _____

Req. # _____ P.O. # _____

**DEPARTMENT OF THE TREASURY
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS**

EXEMPTION CERTIFICATE

(For use by States and Local Governments (Section 4221(a)(4) of the Internal Revenue Code)

(Date)

I hereby certify that I am _____
(Title of Officer)

of _____; that I am authorized to execute this certificate; and that
(State or Local Government)

Check applicable type of certificate:

_____ The Article or articles specified in the accompanying order, or on the reverse side hereof, (or)

_____ All orders placed by the purchaser for the period commencing _____
(Date)
and ending _____ (period not to exceed 12 calendar quarters).
(Date)

are, or will be, purchased from _____ for the
(Name of manufacturer)

exclusive use of _____
(Governmental unit)

of _____.
(State or local government)

I understand that the exemption from tax in the case of sales of articles under this exemption certificate to a State, etc., is limited to the sale of articles purchased for its exclusive use. I understand that fraudulent use of this certificate for the purpose of securing this exemption will subject me and all parties making such fraudulent use of this certificate to all applicable criminal penalties under the Internal Revenue Code.

SIGNATURE

ADDRESS

ATFI 5600.35 (2-94)

¹A sale of an article to a State or local government for resale is not considered to be a sale for the "exclusive use" of the State or local government, within the meaning of section 4221(a)(4) of the code, and, therefore, such sales may not be made tax-free. Such sales may not be made tax-free even if the resales are made to government employees, or the article is an item of equipment the employee is required to possess in carrying out his duties.