

UTIA Policy:		
Guidelines for Purchase of Shooting Sports Equipment & Firearms		
Version: 2.0	Effective Date: March 31, 2021	Last Reviewed: { External Review Date }

The University of Tennessee Institute of Agriculture (UTIA) units may revise/develop unit specific guidelines in accordance with these procedures.

This procedure covers the purchase of shooting sports equipment and any type of firearm that requires a federal and/or state background check or by fiscal policy. Shooting sports equipment is defined as pellet guns; BB guns; airsoft guns; archery equipment; etc.

Purchase of firearms that require a federal and/or state background check is prohibited. If an exception is needed, pre-approval in writing of both the entity Dean and the Chief Business Officer or Senior Vice President/Senior Vice Chancellor is required. This is for all sources of UT funds, including Quicken and 4-H UT Foundation monies.

Shooting sports equipment may be purchased with written pre-approval by the Regional Director and applicable assistant/associate Dean or 4-H Director. Other items that are not covered by background checks or fiscal policy may be purchased with pre-approval by the Regional Director and applicable assistant/associate Dean or 4-H Director.

All proposed purchases must be requested 30 days in advance. Please address any questions to the applicable assistant/associate Dean, Regional Director, or 4-H Director.

In the case of an economically disadvantaged participant, county programs may provide an award to the parents of the participant. Parents may use the funds to purchase firearms for the program; however, UT cannot require them to do so. Counties are responsible for ensuring that all federal tax laws are followed.

Institute Responsible Party for this policy: Tim Fawver at (865) 974-7108.