



UTIA Policy		
Guidelines for Purchase of Shooting Sports Equipment & Firearms		
Version: 3.0	Effective Date: December 19, 2024	Last Reviewed: November 14, 2024

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

For this UTIA policy, “shooting sports equipment” is defined as pellet guns; BB guns; airsoft guns; archery equipment; and any other type of device similar to a pellet gun or archery bow that involves propelling a projectile with human-controlled mechanical force (such as a bow string) or via compressed air (such as a BB gun with a CO2 cartridge). This policy does **not** apply to firearms that require a federal background check to purchase. 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 4-H UT Foundation monies.

Shooting sports equipment may be purchased only with written pre-approval by the Regional Director and applicable assistant/associate Dean or 4-H Director. This policy also includes purchasing items to use with the shooting sports equipment, such as ammunition (i.e., pellets or BBs; or arrows), with pre-approval by the Regional Director and applicable assistant/associate Dean or 4-H Director.

All proposed purchases must be requested no less than 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: Missy Kitts at (865) 974-7113.

