Illinois 4-H Shooting Sports Program
Purchasing of Shooting Equipment and Ammunition
July, 2013
Revised, March 12, 2014

Category A  Shotguns and .22 rifles –CANNOT be purchased or received as gifts for the Illinois 4-H Shooting Sports program. No exceptions.

Category B  Shotgun shells and .22 rifle ammunition – can be purchased by a certified instructor (certified shotgun instructors can purchase shotgun shells and certified rifle instructors can purchase .22 rifle ammunition). Purchase/use of this ammunition is to be used ONLY with planned/approved 4-H Shooting Sports events. The County Extension office can reimburse the certified instructor for the purchase of this ammunition, by the following method:

Extension/purchasing will allow the reimbursement of sales of shotgun shells, .22 ammunition and sales taxes on such items made by qualified volunteers. Reimbursement can be made to the volunteer out of the County Office In and Out Account and then Counties/Units may seek reimbursement back to their County/Unit account through TEM. This will eliminate the wait time for reimbursement back to the volunteer since it won’t have to be processed through campus and Tem.

Ammunition purchases must be made directly by an individual/volunteer due to the FOID card law requiring such purchases to be made by individuals rather than organizations.

(For County Office/Unit) - The purchasing table indicates payment methods 1) employee TEM or 2) non-employee/Vendor Direct pay (TEM). The second option is how a non-employee would be reimbursed or an in/out account
reimbursed. There may be no direct payment to a vendor in this case since there is the issue of presenting a FOID card at the time of purchase.

A “Shotgun Shells and .22 Ammunition Purchase Policy Form” must be completed by the certified instructor, and the respective Unit Director must approve the transaction prior (at least 5 working days) to the purchase of the ammunition. (County Extension offices cannot purchase this ammunition directly as a Firearms Owners (FOID) card is required.)

**Category C** Pellets (.177 caliber), arrows, safety netting, archery supplies, targets, clay target machines, miscellaneous supplies and expendables can be purchased by the County Extension office utilizing: PCARD, IBUY, in/out accounts or as a TEM reimbursement to an employee or volunteer.

**Category D** Air Rifles and Bows – can be purchased by County Extension offices by utilizing a purchase order.

Dan Dawson, Equipment Ammunition, Purchasing, July 2013; revised March 12, 2014