

PURCHASING REQUIREMENTS

DEPARTMENT PURCHASING REQUIREMENTS

To complete a department purchase with Sentinel Supply LLC (“Sentinel Supply”), the following documentation is required:

1. **New Customer Form** – Required for all first-time department purchases to establish an account.
2. **Purchasing Form (Off Duty)** – Must be completed for any off-duty purchases made through the department.
3. **Letter of Intent** – A formal letter on department letterhead stating the intent to purchase, including the items requested and their intended use (Requirement of ATF).
4. **FET Out Form** – Required for applicable purchases to confirm exemption from the Federal Excise Tax (Requirement of ATF).
5. **Agency W-9** – A copy of the department's W-9 form for tax reporting purposes.
6. **State Tax Exempt Form** – If applicable, a valid state-issued tax exemption certificate must be provided.

All forms, templates, and supporting documents are available for download on the Department Purchasing page of our website and must be submitted and approved before any order is processed. We have also provided links to the Federal W-9 form and IRS webpage for you to retrieve your state specific tax-exempt form. Incomplete submissions may result in delays. If you have any questions regarding the required documentation, please contact us for assistance.

1. **W9 Form Link:** <https://www.irs.gov/forms-instructions>
2. **State Tax Exempt Form Link:** <https://www.irs.gov/businesses/small-businesses-self-employed/state-government-websites>

ELIGIBLE INDIVIDUALS PURCHASING REQUIREMENTS

To purchase as an eligible individual under the following categories, you must provide appropriate documentation to verify your status. Acceptable forms of proof include, but are not limited to, the following:

Military Personnel

- **Active-Duty Military** – Valid active-duty military identification.
- **Retired Military** – Retired military credentials.
- **Honorably Discharged Veterans** – DD214 form (indicating honorable discharge) or a state-issued ID with a veteran designation.
- **Active Reservists** – Current military identification.
- **Active National Guard** – Current military identification.

Law Enforcement & Corrections Officers

- **Sworn Law Enforcement Officers** (Federal, state, and county) – Active law enforcement credentials or official agency documentation.

- **Retired Law Enforcement Officers** – Retired credentials issued by a law enforcement agency.
- **Active or Retired Law Enforcement with Agency Documentation** – Official documentation confirming employment or retired status.
- **Corrections Officers (Including Parole and Probation Officers)** – Official agency credentials or documentation confirming employment.
- **Court Officers** – Official agency credentials or documentation verifying position.
- **County Coroners / State, County, City Coroners** – Official agency credentials or documentation verifying status.

First Responders & Emergency Personnel

- **Full-Time First Responders** – Current credentials or official documentation verifying employment.
- **Emergency Medical Technicians (EMTs), Firefighters, Volunteer Firefighters, and Paramedics** – Official agency credentials or documentation confirming active status.
- **Fire Marshals and Arson Detectives** – Official documentation verifying employment.

Federal & Aviation Security Personnel

- **Transportation Security Administration (TSA) Employees** – Official TSA credentials.
- **Commercial Pilots (Any Class License Holder)** – Valid Commercial Pilot License (CPL).
- **Federal Flight Deck Officers** – Official credentials verifying position.

Judicial & Legal Professionals

- **County Judges and Court Officers** – Court-issued credentials or official documentation.
- **District Attorneys and Deputy District Attorneys** – Official agency credentials or documentation.

Instructors & Students

- **NRA Certified Firearms Instructors** – Current NRA instructor certification.
- **Law Enforcement Academy or Criminal Justice Students** – Proof of enrollment in a recognized Criminal Justice or Law Enforcement Academy program.

State-Licensed Security Professionals

- **State-Licensed Security Personnel** – Valid state security license and/or official agency credentials.

All individuals must provide a valid government-issued ID in addition to the above credentials to complete a purchase. If further verification is required, additional documentation may be requested.