DEPARTMENT LETTERHEAD

Date:

RE: PO\_\_\_\_\_\_\_\_

Dear Sir/Madam;

Please advise the Bureau of Alcohol, Tobacco, Firearms and Explosives that with respect to this G-18 submachine pistol order:

1. The attached Purchase Order is for the (Department Name) to purchase one G-18 pistol.
2. The attached Law Enforcement Agency is for the (Department Name) to purchase one G-18 pistol.
3. This pistol is being purchased with public money.
4. The pistol will be used for law enforcement and for operational use within this department, and is not being purchased for purposes of trade, transfer or resale.
5. I certify under the penalties of perjury hat the high capacity magazines supplied with this pistol are being purchased for law enforcement use only and not for personal use or for purposes of transfer of resale.
6. The senior officer in this department is aware of this purchase and has authorized the purchase.
7. The BATFE should direct any questions about this order to: (Title and Name)

(Street Address)

(City, State, Zip)

(Phone Number)

(Fax Number)

1. The following states do not exempt the state or local governments from sales tax: AZ, CA, HI, NC, NM, SC and WA. These states must include sales tax on all purchases.
2. CA entities must provide a “Use Tax Direct Payment Permit and Certification” (Also when using a Law Enforcement Distributor).
3. All Dealers and Distributors must submit a California State Resale Certificate made out to Glock, Inc. for all drop shipments into CA.
4. CA does not recognize other States Resale Certificates.
5. All State and Local Law Enforcement Agencies must submit a copy of their State Sales Tax Exemption Certificate.
6. All certificates must be complete and signed if required; each state will have its own certificate.
7. If a correctly completed certificate has not been provided sales tax will be added to the order and the agency will be responsible for payment.

SIGNED: (Title and Name)

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(Signature) (Title/Rank) (Date)

NOTE: The Gun Control Act (Federal Firearms Regulations) mandates that letters be signed by persons of authority (Chiefs, Sheriffs, Superintendents, Supervisors in Charge, et al); see 27 CFR 478.134. An individual signing on behalf of the person in authority is acceptable provided there is a written delegation of authority to GLOCK signed by that person of authority (27 CRF 478.134 (b) (2)).