UNIVERSITY OF ALBERTA

	UAPS File #

Firearms/Ammunition Acquisition and Disposition Form

Acquisition ☐   Disposition ☐

1. Purchasing Information

Faculty/Unit Name	Speedcode		Account Number	
Firearms Acquisition Certificate (FAC) ☐ Possession and Acquisition License (PAL) ☐		FAC or PAL Number:		Expiry date:
Email:		Phone:		
Reason for required for acquisition of requested firearm:				

2. Firearm Specifications

Name/Make	Pump ☐	Bolt ☐	Lever ☐	Single/shot ☐	Semi Auto ☐	Other
Model and Caliber	Rifle ☐		Shotgun ☐	Handgun ☐	Tranquilizer Gun☐	Other ☐
Ammunition Type						
Case	Locking Hard Case ☐		Soft Case☐			
Other Equip't:	Sling ☐	Trigger Lock ☐	Cleaning Kit ☐		Holster ☐	Ammo Pouch ☐

3. Approval of Firearm Acquisition Note: *(Pursuant to the University of Alberta Firearms Policy, the approval to purchase a firearm can not be delegated.)*

Faculty Dean/Unit Director		Signature	Date	
Protective Services Personnel	Signature		REG #	Date

4. Reason for Firearm Disposition or Continuing Need: *(University of Alberta Protective Services will monitor the frequency of use of all University firearms. Firearms not used for five years will be subject to a needs assessment with input from the responsible department. Appropriate action to dispose of the firearm will be taken when the needs assessment indicates the firearm is no longer required.)*

Assessment of continuing need for firearm:	Decision re: disposing of Firearm	
Date Disposed Of	Protective Services Authorizing Signature	REG #

5. Ammunition Disposition

Ammunition type:		Quantity of ammunition to be disposed of:	
Reason for Disposition:		How disposed of:	
Disposed by:	Date:		REG # :

UAPS Use Only:

Date Received:		Date Processed:	
Date Firearm Received:	Reg Date:		Reg #:
[ ]Full Inventory Process by:		REG #	