



SAMPLE ONLY
MUST BE RETYPED ON DEPARTMENT LETTERHEAD

GT Distributors Inc.
1124 New Meister Ln Ste. 100
Pflugerville, TX 78660
Attn:
To Whom It May Concern:

Date: _____

This letter is to inform you that (Department Name) will be purchasing the following weapon(s) / item(s) for (Officer's Name) for use in performing official duties.

(Please list weapon(s) / item(s) being purchased and the amount paid)

 (Department name) will pay the total invoice for this purchase and

 (Officer's Name) will reimburse (Department Name) through payroll deductions until paid in full.

Officer's Signature

Department Official's Signature

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