

Pueblo Municipal Shooters, Inc.
Standard Operating Procedures – Ammunition Sale
Approved May 2017



Pueblo Municipal Shooters, Inc.
P.O. Box 427
Pueblo, CO 81003
<http://pueblosshooters.org>

The primary role of the Ammunition Sale is to provide members and guests at Pueblo Municipal Shooters, Inc. the opportunity to purchase ammunition during Public Nights at the range.

1. The Range Safety Officers (RSOs) are responsible for the range and make all decisions on the operation of the range during Public Night hours. RSOs will not sell ammunition and are not responsible for securing ammunition or monies related to ammunition sales.
2. Ammunition sale hours will be on Tuesday, Wednesday, and Thursday from 7:00 P.M. until 9:00 P.M. unless range is closed for holidays or closed early by the RSO due to lack of business.
3. Only ammunition owned and supplied by Pueblo Municipal Shooters Inc. (PMS) is allowed to be sold. Only factory-manufactured ammunition will be purchased by PMS for resale to the public, i.e., no reloads.
4. Sale of ammunition will be a cash only transaction. Price of ammunition includes tax.
5. An inventory of ammunition and the daily cash fund (\$70) will be conducted prior to beginning of sales and annotated on the Ammo Inventory Ledger.
6. At the end of the evening, the person selling ammunition reconciles the ammunition inventory and ammunition sales money. All fees collected shall be recorded on the master Ammunition Inventory Ledger. The daily cash fund will be retained and the sales funds collected each night shall be placed in an accounting envelope marked "Ammo Sales" and dropped in the Red Range Cash Box, near the registration desk.
7. Sign up for volunteer time will be on the RSO calendar.
8. The person selling ammunition will enter their public night volunteer time in the white 'volunteer' binder. The information entered includes the date, time, name, and check the "OTHER" box indicating the type of volunteer work being done as "Ammo Sales".
9. If there are any questions or problems contact Nick Mangini (303)601-6635 (cell phone).