Contractually, employees are allowed to purchase uniforms and safety equipment with prior approval from their supervisor. In effort to provide an organized approach to such purchases, the Purchasing and Human Resources departments worked together to develop the attached form which, beginning today, is required for all purchases of uniforms, coaching gear, scrubs for healthcare programs, safety equipment and other items as listed.

As a general guideline, examples of allowable items in each category include, but are not limited to:

**Uniforms:** shirts/pants for maintenance staff

**Coaching gear:** Apparel needed by coaching staff which could include shirts, jackets, hats, etc. in order to maintain a professional appearance

**Safety equipment:** Safety glasses, prescription or otherwise; helmets; specialized gloves; hard hats; aprons; jackets; etc.

**Recruiting apparel:** Shirts with the college logo purchased for the purpose of recruiting for the College or a specific event/activity

The process for purchases of uniforms or safety equipment follows:

1. The need for a specific item is identified by either the employee or the employee’s supervisor.
2. The attached form is completed and signed by both the employee and the supervisor.
3. Upon receipt of the signed form, the employee may:
   a. Purchase the item using their pCard; OR
   b. Enter a Marketplace requisition to encumber the funds for the purchase.
      i. Upon confirmation of an open purchase order, the employee may then purchase the item
4. Attach the signed approval form to the invoice and:
   a. Submit the invoice and the signed form with monthly pCard statement; OR
   b. Submit the invoice and the signed form to the appropriate AP email address for the employee’s institution

**NOTE:** Employees who do not follow this procedure to receive prior approval will be responsible to pay the expense out of their own pocket.

As always, if an employee has any questions regarding this new process, they may contact Billie Sikkila in Purchasing/Accounts Payable or Carmen Bradach in Human Resources.