

CHADRON STATE COLLEGE

CLOTHING PURCHASE APPROVAL

Please attach this form to the Accounts Payable Requisition (buff) form for approval of employee clothing/uniforms and forward to the Vice President for Administration and Finance.

As stated in the employee handbook excerpt below all clothing other than clothing qualified as special equipment is considered taxable income and will be included on the employee's W-2 form. All items must be approved by the Vice President for Administration & Finance.

Clothing Purchases

College and related third-party (i.e. Foundation or vendor) funds can only be used to purchase employee clothing if the clothing is a required uniform (i.e. everyone must wear for an event or to report to work). All required uniforms must be documented and approved through the Vice President for Administration and Finance. Unless the "clothing" qualifies as specialized equipment (i.e. safety equipment such as safety goggles, steel toe boots, etc. that cannot be normally worn outside of work), it is considered taxable income and must be included on the employee's W-2 form. Human Resources must be advised of clothing purchases in order to assure that W-2 forms accurately reflect such taxable income.

I have read and am familiar with the clothing purchasing policy:

_____ **Fund Controller Signature**

EMPLOYEE LISTING	AMOUNT	DESCRIPTION OF ITEMS RECEIVED (i.e. 2 shirts)	DATE RECEIVED BY EMPLOYEE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VENDOR _____

COST CENTER/WBS _____

To be completed by VPAF, Accounting and HR Offices		
	AMOUNT	
G/L code:		
531202 Taxable Purchase	_____	
531695 Non-taxable Purchase	_____	
_____		_____
VPAF Signature		Date
Item posted to employee(s) W-2:		
_____		_____
HR Signature		Date