

**APPAREL PURCHASE FORM**

DATE OF PURCHASE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

CARDHOLDER: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

MERCHANT: \_\_\_\_\_

ITEMS TO BE PURCHASED: \_\_\_\_\_

ESTIMATED AMOUNT OF PURCHASE: \_\_\_\_\_

Business related apparel acquisitions must comply with the guidelines below.

**IRS GUIDELINES**

- The employee is required to wear the apparel as a condition of employment for the following purposes:
  - Identification
  - Safety
  - Protective clothing
- The clothing is not suitable for everyday wear.
- The University should retain protective clothing and outerwear after termination of employment.

Note: "Identification" relates to those situations where individuals need to be identified for a legitimate business purpose. Reasons such as "to wear on Fridays," or "to build team cohesiveness" do not pass the business purpose test.

**UNIVERSITY GUIDELINES**

- The Department, unit, or event name must be screen printed or embroidered on the garment and prior UC approval has been obtained.
- The purpose must be for a University sanctioned student-focused and/or public-oriented event that would require employees to be identifiable to the public.
- The Department or unit will require that the purchased apparel be turned in and maintained by the Department after the event.
- The Department will maintain inventory records of the apparel for audit purposes.
- The apparel will not be purchased for personal use or as a gift.

Choose One:

- I certify that the apparel purchased meets the guidelines above and will remain the property of USM.
- Student exemption to retain apparel – I certify that student and/or participation fees will be utilized for the apparel purchase. I also certify that the apparel purchase meets all other guidelines listed above.

\_\_\_\_\_  
Signature of Requesting Individual Cardholder\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Approving Signature Authority\_\_\_\_\_  
Date