

## 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 below guidelines.

### IRS GUIDELINES

- The employee will wear the apparel as a condition of employment for:
  - Identification purposes
  - Safety
  - Protective clothing
- The clothes are not suitable for everyday wear.
- The University will retain protective clothing and outerwear after termination of employment.

Note: Identification purposes relates to those individuals needing to be identified for a legitimate business purpose. For example, a reason such as “to wear on Fridays” is not sufficient justification to permit the expenditure of University funds for apparel.

### UNIVERSITY GUIDELINES

- The Department, unit, or event name is screen printed or embroidered on the garment and prior UC approval has been obtained.
- The purchase is 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 the apparel purchased to be turned back in and maintained by the Department after the event.
- The Department will maintain inventory records of the items in the event auditors request this.
- The apparel will not be purchased for personal use or as 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