

Policy for the Purchase of Uniforms

- State the name of the department and the location(s) covered by this policy.
- State why it is essential that the employees of this department wear institutionally-provided clothing.
- Identify the recipients of uniforms.
- State the quantity and type of garments to be issued to each employee.
- What identification markings are to be placed on the uniforms (patch, department, name, etc)?
- How will fittings be conducted?
- To what location will uniforms be delivered?
- How will the department distribute the uniforms?
- How will the department keep track of the type and quantity of uniforms given to each employee?
- How will the department store the uniforms that are returned upon an employee's separation from the institution?
- How are replacements for loss or ruin handled?
- Does the department or the employee pay for replacements?
- Who is responsible for the cleaning/laundrying of the uniforms?
- Identify the departmental process to be followed for new employees that need uniforms.
- If applicable, include a comment stating whether the uniforms are to be worn only for work and whether or not they are suitable for wear outside of work.
- If purchases for the current year will exceed \$5000.00, include a copy of the document that will be sent to vendors soliciting their services and pricing. Standard bid limits apply.