



# Guidelines for the Purchase of Uniforms

TTUHSC as a state agency may purchase uniforms or clothing for employees only if we can demonstrate a valid governmental purpose for doing so. Purchasing items such as t-shirts, jackets, (items of clothing) from the Spirit Shop and similar vendors, are usually considered an Award, Prize or Gift. These types of purchases require an approval from Purchasing before the transaction is made.

## Procurement Method:

Request are processed as a TechBuy requisition on a non-catalog form. Any other ordering/payment method must be approved by Purchasing as a deviation prior to proceeding. Contact Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu) for deviation approvals.

## Request must include the following:

- Valid Business Purpose.
- Name of the department and the location(s) covered by the request.
- 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.)?

## Additional Information that may be needed:

- How will the department keep track of the type and quantity of uniforms for each employee?
- How are replacements for loss or ruin handled?
- Who is responsible for the cleaning/laundrying of the 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.

## Use of Logo/Branding/Name Tags:

- Any use of and Logos or Branding requires approval by Communication and Marketing. If approval has not been obtained prior to submission of requisition Purchasing will route for approval during review.

## Account Code:

- 737450-H OC Clothing-Empl-Uniforms Controlled

## Questions:

- Contact Purchasing by email at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu) or 806-743-7341

## Reference:

Fiscal Management Texas Comptroller of Public Accounts- Expenditures related to Employee Uniforms and Clothing Allowance

[https://fm.cpa.texas.gov/fm/pubs/purchase/state\\_emp/index.php?section=state\\_emp&page=uniforms](https://fm.cpa.texas.gov/fm/pubs/purchase/state_emp/index.php?section=state_emp&page=uniforms)