

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	220.700	1 of 1	July 1, 2017
Subject	EMPLOYEE EXPENSES UNIFORMS		

1. The Appointing Authority determines job assignments which require employees to wear uniforms and shall provide required uniforms which meet the Appointing Authority's specifications. Unless otherwise provided for by the Appointing Authority, employees will launder their own garments without compensation or reimbursement.
2. The number of uniforms or uniform items is determined by the Appointing Authority and will be replaced by the Appointing Authority as deemed necessary.
3. The Appointing Authority may decide uniforms or uniform items will be laundered at state expense, or to reimburse employees up to two hundred dollars (\$200.00) per year. This amount may be prorated based upon the number of employed months.

This applies to all employees unless provided for by a Collective Bargaining Agreement.
4. Employees must receive approval from the Appointing Authority prior to any uniform repair. If the required repair is due to normal wear, as determined by the Appointing Authority, the repair may be approved. Repairs will be denied if the damage is determined to be negligent or caused by other intentional actions of the employee.
5. Actual itemized receipts are required for reimbursement. Employees must seek reimbursement within 30 days of date of purchase on the receipt. See Procedure 204.250, 1.