


# POLICY MANUAL

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	POLICY TITLE	DATE	MOTION NO.
	Purchase of Staff Clothing	February 22, 2012	

## PURPOSE:

To establish guidelines for the purchase of clothing for staff.

### 1.0 Application

All clothing including hats, jackets, pants, shirts, coveralls, and gloves.

### 2.0 Reimbursement

Except where specifically stated in another policy, all staff will be responsible for the purchase of their own clothing except where there is a legitimate safety concern as defined by the department manager.

### 3.0 Purchase Process

Except when ordered directly by a department manager, all staff will be required to obtain written permission from their department manager before ordering any clothing. Written permission should be included with the corresponding purchase order.

### 4.0 Reporting

Regular reporting of clothing purchased shall be included in the yearly budgeting process.