



Standard Uniform Procedure

Prior to purchase of departmental uniforms, provide in writing the following information and approval by the Dean, Director or Department Head which is routed to the Director of Purchasing for review and approval.

The request must address the following:

- Minimum criteria for consideration:
 - Employees must have exposure to University personnel and the public. (i.e. Facility Services, Housing, Union, Athletics, etc).
 - The mission of the department must warrant the issuance of uniforms to its employees.
 - Uniforms must be mandatory dress for employees.
 - A listing of the job classifications of the employees that will receive the uniforms must be included.

- Additional Requirements:
 - The uniform color shall accurately reflect the mission of the department and University.
 - All logos and artwork are to be approved by Marketing and Communications.
 - Items must be durable and of reasonable cost.
 - Replacement policy for the items must be addressed, if applicable.
 - Responsibility for laundering the items by employees must be addressed.
 - Responsibilities of the employees concerning care and wear of the uniforms must be described.

Once approval is received by the Office of Purchasing, a copy of it must be attached to any purchasing documentation such as Lacarte purchase, Direct Charge Requests and/or Requisitions. The purchase of uniforms must comply with Purchasing rules and regulations.