



Clothing Purchase Approval Form

All clothing purchases made with university funds must be reviewed and approved prior to the purchase being made due to tax and other implications. The policy related to this form can be found here: [UWL Clothing Purchase Policy](#). Please email the completed form along with a quote or screenshot to businessservices@uwlax.edu.

Department Name _____ Date _____

Description of clothing to be purchased:

Who the clothing will be distributed to (if more than five, please attach a list):

Purpose of the Purchase:

Contact Person _____ Email: _____

WISER Account to be billed: _____ Estimated Cost: _____

Fund (3) Prog (1) UDDS (6) Project (if applicable, 7)

Attached Documentation (if applicable): List of Employees Receiving Clothing Items

WISER Manager Approval _____ Date _____

Clothing Purchases for Employees

Is this clothing required for the employee's job? Yes No (check one)

Is this clothing suitable for everyday use? Yes No (check one)

If this clothing is not suitable for everyday use, please explain why:

Business Services Office Only

Purchase for employee is a (check one):

Taxable fringe benefit Non-taxable expense De minimis Other _____

Business Services Approval: _____ Date _____