



Purchasing Approval Uniforms / Safety Equipment

Per bargaining units and plans, safety equipment and uniforms shall be provided by the College whenever such items are required as a condition of employment by the College, by OSHA, or by the Federal Mine Safety and Health Administration.

*Supervisor approval for the purchase of job related uniforms and/or safety equipment is required **prior to** the purchase of safety equipment or uniforms. Items purchased without prior approval will become the employee's responsibility.*

This signed approval form must accompany your receipt for purchase.

**Note: Purchases of apparel for group marketing events do not require prior approval.*

Employee Name: _____ **Date:** _____

College: _____ **Program/Dept:** _____

Bargaining Unit: AFSCME MMA
 MSCF Admin
 MAPE Commissioner's Plan

Item Requested: Jeans Steel Toed Boots (AFSCME: \$125 limit)
 Shirts Gloves/Aprons
 Scrubs/Lab Coats Prescription Safety Glasses (AFSCME: \$200 limit)
 Coaches/Recruiting Gear Ear protection
 (please include a separate page listing
 items to be purchased) Vest
 Helmet Gloves
 Other: _____

Justification: Uniform requirement for my job
 Safety equipment required for my job
 Other: _____

Employee Signature: _____ Date: _____

I approve this request to purchase safety equipment and/or uniforms.

Supervisor's Signature: _____ Date: _____