

Procedure 311.A

Clothing Purchases for Employee Use

Intent

This procedure lists the steps to get preapproval for clothing purchases for employee use, order clothing through different vendors, and purchase safety and protective clothing. This procedure supports practice directive [UWEC 311, Clothing Purchases for Employee Use](#).

Scope

The scope of this procedure is to direct student employees, employees, and supervisors through the process of purchasing clothing for employee use.

Definitions

Clothing: wearable items (shirts, outer garments, shoes, glasses, gloves)

Procedure(s)

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Preapproval of Clothing Purchase for Employee Use

Clothing purchases for employee use must be preapproved via eForm by a director or department chair and the University Controller or their designee.

Step	Action
1.	Open https://eform1.uwec.edu
2.	Click on the Start New Form tab
3.	From dropdown menu select ASK – Administrative Support + Knowledge Center
4.	In the Department Forms list, select the Preapproval Request for Clothing Purchase form
5.	Complete the eform
6.	Attach a list of recipients for the clothing purchased, including: <ul style="list-style-type: none">• Recipient's full name• Recipient's HRS employee ID (if employee)• The value of clothing to the recipient

Step	Action
7.	Click Submit
8.	The form will route to the director or department chair for approval
9.	The Controller or their designee will approve or deny, or request more information
10.	Notice of approval or denial will be emailed to the requester
11.	Continue with purchase through ShowUW+ , Direct Payment or P-Card

Placing an Order for Clothing Through ShopUW+ Requisition

The steps below show what actions need to be completed to successfully place the order of \$5,000 or more through the Requisition process in ShopUW+.

Step	Action
1.	Get preapproval for the clothing order
2.	Get 3 quotes from suppliers and put them on a simplified bidding record
3.	Log into ShopUW+
4.	On the menu to the left, click <i>Shop > Shopping > View Forms > Procurement Forms</i>
5.	In the Requisition Wizard, click on form or click <i>Submit Request</i>
6.	Read the instructions and click <i>Next</i>
7.	Choose or search for the Supplier and click <i>Next</i> <i>Note: if the supplier not there, email Accounts Payable at actpay50@uwec.edu</i>
8.	In the <i>Attachments</i> section, add all necessary attachments for purchase, including copies of quotes, eform preapproval and a list of recipients for the clothing purchased, including: <ul style="list-style-type: none"> • Recipient's full name • Recipient's HRS employee ID (if employee), and • The value of clothing to the recipient <p>Click <i>Next</i></p>
9.	Complete the <i>General Information</i> section, including required (starred) items. Click <i>Next</i> .
10.	Complete the <i>Item Information</i> section. Click <i>Next</i> .
11.	Click <i>Add and go to Cart</i>
12.	In the <i>Verify Information</i> section, click <i>Proceed to Checkout</i>
13.	In the <i>Draft</i> box: <ul style="list-style-type: none"> • Click on the <i>Required: Business Purpose</i>, select the business purpose and click <i>Save</i> • Click on the <i>Required: Billing Address</i>, select the <i>Bill to</i> address and click <i>Save Changes</i> • Click on the <i>Required: GL Business Unit</i>, enter the correct funding string information and click <i>Save Changes</i>
14.	If this is a non-catalog supplier, click on the pencil icon on the <i>General</i> section, enter the supplier email, then click <i>Save</i>
15.	On <i>Review and Submit</i> , click <i>Place Order</i>
16.	The form will route in ShopUW+ for funding approvals and then to Purchasing to be finalized into a Purchase Order.

Step	Action
17.	Email a copy of the list of recipients from Step 8 to actpay50@uwec.edu .
18.	Email the invoice from the supplier to actpay50@uwec.edu . Be sure that the Purchase Order number is referenced on the invoice.
19.	Accounts Payable will audit and enter the invoice in ShopUW+.
20.	Enter the receipt in ShopwUW+.
21.	Payment will be sent to the supplier and the Assistant Controller will enter the information into the Human Resources system for inclusion in the employee's taxable income.

Placing an Order for Clothing Through Direct Payment

The steps below show what actions need to be completed to successfully place an order under \$5,000 and submit the invoice as a Direct Pay in ShopUW+.

Step	Action
1.	Get preapproval for the clothing order
2.	Log into ShopUW+
3.	On the menu to the left, click <i>Shop > Shopping > View Forms > AP Forms</i>
4.	Click on the <i>Direct Payment</i> form or click <i>Submit Request</i>
5.	Read the instructions and click <i>Next</i>
6.	Choose or search for the Supplier and click <i>Next</i> <i>Note: if the supplier not there, email Accounts Payable at actpay50@uwec.edu</i>
7.	Complete the <i>Questions</i> section, including required (starred) items. Click <i>Next</i> .
8.	Add the funding string information and click <i>Next</i>
9.	The <i>Additional Information</i> section <u>does not</u> need to be completed. Click <i>Next</i> .
10.	In the <i>Attachments</i> section, add all necessary attachments for purchase, including a copy of the invoice, copies of quotes, eform preapproval and a list of recipients for the clothing purchased, including: <ul style="list-style-type: none"> • Recipient's full name • Recipient's HRS employee ID (if employee), and • The value of clothing to the recipient Click <i>Next</i>
11.	On <i>Review and Submit</i> , all fields should say <i>Required Fields Complete</i> . Click <i>Submit</i> .
12.	The form will route in ShopUW+ for funding approvals and then to Accounts Payable for payment.
13.	Email a copy of the list of recipients from Step 10 to actpay50@uwec.edu .
14.	The Assistant Controller will enter the information into the Human Resources system for inclusion in the employee's taxable income.

Placing an Order for Clothing Through P-Card

The steps below show what actions need to be completed to successfully place an order under \$5,000 using a P-Card.

Step	Action
1.	Get preapproval for the clothing order.
2.	Place the order directly with the supplier and retain the receipt.
3.	When your statement is ready, you will receive an automated eform email with P-Card Log in the subject line. Click the link to open the eform.
4.	Complete the eform, including the business purpose for each item on the log.
5.	Attach a copy of the preapproval eform, card statement and a list of recipients for the clothing purchased, including: <ul style="list-style-type: none"> • Recipient's full name • Recipient's HRS employee ID (if employee), and • The value of clothing to the recipient
6.	Click <i>Send to Supervisor</i> .
7.	The form will route to your supervisor and then to Purchasing for auditing
8.	Email a copy of the list of recipients from Step 5 to acctpay50@uwec.edu .
9.	The Assistant Controller will enter the information into the Human Resources system for inclusion in the employee's taxable income.

Purchasing Safety and Protective Clothing

Purchases of safety shoes or boots, safety glasses, hard hats and work gloves that are provided and maintained by the employer should follow the following steps.

Step	Action
1.	Contact your supervisor to have them complete the purchase. <ol style="list-style-type: none"> If Safety Shoes, please fill out the Safety Shoe Voucher eForm prior to moving forward with step 2
2.	The supplier will invoice UW-Eau Claire directly
3.	The supervisor is to email Human Resources (humanresources@uwec.edu) a list of recipients for the clothing purchased, including: <ul style="list-style-type: none"> • Recipient's full name • Recipient's HRS employee ID (if employee) • The value of clothing to the recipient
4.	Human Resources will enter the information into the system for possible inclusion in the employee's taxable income

Resources

[UWEC 311, Clothing Purchases for Employee Use](#)

Procedure Administration

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Searchable Words

Clothing, uniforms, preapproval, safety