

**Provo City School District**  
**Policy Series 6000 Finances and Operations**

6230 F1

**Clothing Allowance**

**PAYROLL ALLOWANCE AUTHORIZATION**

Employee (employee name) \_\_\_\_\_ 's (Emp. ID.#: \_\_\_\_\_)

is authorized to receive a one-time clothing allowance of \$\_\_\_\_\_.

This clothing allowance is taxable.

Immediate supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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By receiving this taxable allowance, I acknowledge I will be responsible for payroll and income taxes on the amount received.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Approval**

Allowance will be charged against Accounting Code:

\_\_\_\_\_

Principal / Director: \_\_\_\_\_ Date: \_\_\_\_\_

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Modified: June 27, 2013