

Provo City School District
Policy Series 6000 Finances and Operations



6230 F2

Clothing Allowance

ACCOUNTS PAYABLE ALLOWANCE AUTHORIZATION

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

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

This clothing allowance is non-taxable.

Note: A non-taxable clothing allowance REQUIRES employees to turn clothing purchase receipts for clothing meeting the department requirements into the immediate supervisor, totaling at least the amount of the allowance within 30 days of purchase.

Immediate supervisor's Signature: _____ Date: _____

Non-Taxable allowance only

By receiving this non-taxable allowance, I agree to turn clothing purchase receipts for clothing meeting the department requirements into the immediate supervisor, totaling at least the amount of the allowance with 30 days of purchase. If I fail to do so, I realize I will be responsible for payroll and income taxes on the amount received.

Employee's Signature: _____ Date: _____

Approval

Allowance will be charged against Accounting Code:

Principal / Director: _____ Date: _____