

UNIFORM ORDER GUIDELINES

1. If personnel are new, please submit a “Uniform Authorization Form” completed with new personnel information to Procurement for load to the system. Once personnel have been loaded, notification will be sent.
2. For existing personnel, there are two options.
 - a. Secretaries or admin assistants can have personnel complete the uniform order sheet ensuring proper sizing. A measuring tape will be sent to each location. Then use the “Uniform Order Process” guidelines to complete the order. The Support Staff form covers all personnel other than Security.
 - b. Personnel can be directed to order their own uniforms using the forms.
*Please note that this option can be difficult for some personnel who struggle with technology or the English language.
3. All personnel are set up in the system according to their position and location. This can only be changed through Procurement.
4. All personnel are set up to be authorized the following: 5 ea tops, 5 ea bottoms, 1 outerwear and 1 headgear. There is not an option to get extra tops on place of bottoms or vice versa. This is an annual allotment. If personnel want additional, they may choose to purchase with their own credit card. No one can order clothing items sized for anyone other than themselves. Subs are NOT authorized uniforms.
5. User names and passwords are set up according to the system. They are NOT to be changed.