



## Clothing, Equipment, & Safety Equipment Reimbursement Form

**Employee #:** \_\_\_\_\_

**Payroll #** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Price County Department:** \_\_\_\_\_

Date of Purchase	Description of reimburseable item	Amount	Check if Safety Toe/ Glasses listed on receipt	Charge to Account Number

Summary	
Amount	Account Number
0.00	Grand Total

**Please Note:** Both, Employee and Supervisor, are required to sign expense forms prior to submission for reimbursement. If the employee is a Department Head, a signature by the County Administrator is required.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Personal Protective Equipment (PPE) and Clothing Allowance:** Price County shall make available for employee use of PPE as required by the Wisconsin Department of Safety and Professional Services at no cost to the employee. In addition, Price County shall reimburse employees in identified Departments for clothing, equipment and safety equipment necessary for their position per the following schedule:

- Sheriff's Department Management Staff: Beginning in 2021, Sheriff's Department Management Staff are reimbursed up to \$650 per calendar year.
- Full-Time, Regular Jail Officers: Beginning in 2021, Full-time, Regular Jail Officer are reimbursed up to \$350 per calendar year.
- Highway Management staff, Road Staff and Shop Staff are reimbursed up to \$500 per calendar year for clothing, safety toed work boots and prescription safety glasses.
- Full-time Highway office staff are reimbursed for safety toe boots and prescriptive safety glasses every three years.
- Forestry & Parks and Building & Grounds Staff (Management and Tech Position) are reimbursed up to \$300 per calendar year for clothing, work boots and prescription safety glasses.

**Procedure for PPE, Clothes, and Tool Reimbursement:** Employees who have purchased a reimbursable item must complete a County Expense Reimbursement Form, attach applicable original receipts and submit to their Manager for approval. Once the Manager approves the Expense Reimbursement Form, it will be submitted to the Office of Administration for processing with the next pay period after approval is received. Employees may purchase eligible items through a cooperative order done by the county. Employee reimbursement accounts will be debited directly for cooperative purchases.