



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: _____

ARTICLE 18 - CLOTHING ALLOWANCE

Effective January 1, 2021, the County shall reimburse employees for equipment, uniforms and work-related clothing expenses as outlined below:

Investigator: \$650.00 annually

Law Enforcement Officer: \$650.00 annually

The Sheriff will provide a list detailing reimbursable items of equipment, uniforms, work-related clothing expenses and approved vendors and distribute the list to employees. This list will be periodically reviewed and updated as needed. Employees who have purchased a reimbursable item will complete a County Expense Reimbursement Form, attach applicable receipts and submit to the Sheriff for approval. Once the Sheriff approves the County Expense Reimbursement Form, it will be submitted to Payroll for processing with the next pay period after approval is received. Equipment, uniforms and work-related clothing must be purchased in the calendar year in for which reimbursement is being requested. If the request is denied, the employee shall follow the grievance procedure to appeal. The County retains ownership of any reimbursed items during an employee's probationary period.