



November 18, 2003

**OKLAHOMA BULLETIN NO. OK250-4-7**

**SUBJECT: FNM – Purchase of Items of Apparel**

**Purpose:** To inform employees of guidelines for purchase of items of apparel.

**Expiration Date:** September 30, 2004

The Comptroller General has ruled that "every employee for the Government is required to present himself for duty properly attired according to the requirements of his position."

There are three statutory provisions, which permit the purchase of items of apparel from appropriated funds in certain circumstances:

In order for an item to be authorized by 5 U.S.C. § 7903, three tests must be met: (1) the item must be "special" and not part of the ordinary and usual furnishings an employee may reasonably be expected to provide for himself; (2) the item must be for the benefit of the government, that is, essential to the safe and successful accomplishment of the work, and not solely for the protection of the employee, and (3) the employee must be engaged in hazardous duty.

The Comptroller General has ruled that raincoats and umbrellas for employees who must frequently go out in the rain are not special equipment, but are personal items which the employee must furnish. Work gloves, hats, running shoes, and boots are also improper purchases.

Waders and rubber boots may be purchased, as long as they remain the property of the government and are not for the use of any particular employee.

Title 120, Part 406.61-14, of the General Manual identifies protective equipment, clothing, and supplies which can be purchased with government funds. It is state policy that only hard hats; ATV helmets, goggles, and gloves; and the protective gear required for Bio Security may be purchased without pre-approval from the Management Services section in the state office.

Employees should not purchase items of apparel with government funds and will be required to reimburse the government for any unauthorized purchases. If you have any questions, please contact Luann Lillie, Management Services, or Cassandra Sites, Financial Management.

/s/ - (Randy Freeland – Acting)

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DIST: AE