



Policy: Purchase of Radford University Apparel

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Policy:

The Radford University Apparel Policy establishes procedures to be followed when purchasing apparel items (i.e. articles of clothing, hats, protective gear, etc.) for official university business. Purchases from any university funds (including E&G, auxiliary, local, and grant funds) are subject to this policy.

Procedures:

The following procedures **must** be followed when purchasing apparel items.

1. Apparel items should be furnished only if one or more of the following circumstances is met:
 - a. Wearing the prescribed apparel item *fosters public safety* (when the employee must be readily identifiable to the public as a figure of authority or when the employee's duties require frequent access to private property in an official capacity). Employees that perform their normal duties at various locations on the university's campus during a normal workday use such items to identify themselves as belonging to a specific university department (example: University Police, Facilities Management personnel).
 - b. Wearing the prescribed apparel item *maintains employee safety* (when the apparel item provides a degree of protection not afforded by street wear; i.e. overalls, smocks, hats, safety shoes/boots, safety glasses, goggles, etc.). Supervisors may include a requirement to wear the prescribed apparel item in the employee's work profile or position description.
 - c. Wearing the prescribed apparel item *prevents employee hardship* (where the nature of the job soils or destroys clothing considerably faster or to a much greater extent than is occasioned by normal wear and tear). Supervisors may include a requirement to wear the prescribed apparel item in the employee's work profile or position description.
 - d. Wearing the apparel item *identifies the employee to the public and/or current or prospective students as a university representative*. Only one apparel item may be purchased for each employee who serves in this capacity. The apparel item must be designed (see Attachment A for apparel item specifications) to be consistent with the university's overall brand. The Provost or Division Vice President may authorize the purchase of more than one item for employees who are frequently required to wear the approved

apparel item. Supervisors may include a requirement to wear the prescribed apparel item in the employee's work profile or position description.

- e. Wearing the prescribed apparel item *identifies the student as a member of an officially recognized university organization/club*. Sufficient documentation must be provided to justify the business reason for the purchase. Only one apparel item may be purchased for each student who serves in this capacity. The apparel item must be designed (see Attachment A for apparel item specifications) to be consistent with the university's overall brand. The Provost or Division Vice President may authorize the purchase of more than one item for employees who are frequently required to wear the approved apparel item. Supervisors may include a requirement to wear the prescribed apparel item in the student's duties and responsibilities.
 - f. Wearing the prescribed apparel item *identifies the student as being responsible for providing specific services* (example: security at student events, residence hall student staff). Only one apparel item may be purchased for each student who serves in this capacity. The apparel item must be designed (see Attachment A for apparel item specifications) to be consistent with the university's overall brand. The Provost or Division Vice President may authorize the purchase of more than one item for students who are frequently required to wear the approved apparel item. Supervisors may include a requirement to wear the prescribed apparel item in the student's duties and responsibilities.
2. Items must be purchased in accordance with the following:
 - a. university guidelines and policies;
 - b. applicable state and federal laws and regulations; and
 - c. restrictions or rules placed on the use of the funds through sponsored program activities.
 3. Apparel items should not be considered for any combination of the following:
 - a. to enhance employee or organizational morale;
 - b. to augment an employee's compensation; or
 - c. to substitute for a normal, common sense dress code or the enforcement of such a code.
 4. Apparel item colors and styles should not be:
 - a. misleading as to the nature of the job;
 - b. easily confused with apparel items used for other purposes; or
 - c. adaptable for everyday use as ordinary clothing.

Purchasing Instructions:

When purchasing apparel items, an eVA purchase order *must be assigned prior to purchase of the items*. Purchases for apparel must adhere to procedures established in the Radford University Procurement and Contracts Procedures Manual, including receiving procedures. The manual is located at <http://www.radford.edu/content/procurement/home/departments-information/procurement-procedures.html>.

Include the following **required information** on the eVA purchase requisition (PR):

1. **Justification** for the need of the apparel item and who will be receiving the items. The guidelines above should be used to support the purchase request.
2. List ***by name all persons*** receiving the apparel items. If the group is too large to list on the PR description screen, identify the number and state “list of names will be forwarded to Accounts Payable”.

Policy Approval:

Revisions to this policy were approved by the Radford University Cabinet on September 2, 2010.

Revisions were made to the procedures on September 28, 2015, to reference current procurement procedures in the [Radford University Procurement and Contracts Procedures Manual](#).

Attachment A

Specifications for Apparel Items Artwork

The following steps must be completed to initiate the purchase of apparel items which include artwork (silk screen, embroidery, imprints):

1. Written approval of the design must be secured prior to the purchase of any apparel items. Contact the Assistant Athletics Director for Operations/Facilities (trademark/licensing reviewer) for this approval and attach a copy to the *eVA* purchase requisition.
2. An officially recognized Radford University logo must be the predominant logo.
3. Either Radford University or the name of the university department or recognized organization may be printed underneath the official RU logo.
4. Apparel items must be either red or white.
 - a. If the apparel item is red, artwork must be predominately white, but may include other colors of the official RU logo.
 - b. If the apparel item is white, artwork must be predominately red, but may include other colors of the official RU logo.
5. If a shirt, imprint should be on the front only; no imprint on the back.
6. If an exception to the above specifications is needed for university departments/non-student organizations, ***prior*** approval must be obtained. Contact the Executive Director of Administration in the President's Office for this approval and attach a copy to the *eVA* purchase requisition.
7. If an exception to the above specifications is needed for student organizations, ***prior*** approval must be obtained. Contact the Associate Vice President for Student Affairs/Student Activities for this approval and attach a copy to the *eVA* purchase requisition.