**Determination of Taxability Form**

**CLOTHING PURCHASED FOR EMPLOYEE(S)**

(April, 2010)

*This questionnaire is necessary to determine whether clothing OTHER than Uniforms, Business Attire, or Protective Clothing is not a taxable fringe benefit to the employee. This form is needed only if the department desires a determination. This form is not needed if the cost of each item is de minimis ($15 or less). S****ubmit the completed form to HRS along with an invoice supporting the purchase if a determination of taxability is desired.***

Dean, Director or Chair Name: Campus Phone:

Employee for which item(s) are being purchased: PSU ID #:

Item(s) Purchased:

***(If the purchase is for more than one employee, attach a separate sheet with the name of each employee and the item(s) for each.)***

1. Does the item make the employee easily identifiable as a PSU employee who is serving in an official capacity? Yes No

 If yes, explain:

2. Will the item be worn at work and/or at events specified by the Dean, Director or Chair? Yes No

 If yes, which events:

3. Will the item have “Pittsburg State University”, “PSU”, the name of the College, Department or group, and/or the PSU logo printed or monogrammed where it is clearly visible? Yes No

4. Will the item be worn only when serving in an official capacity for the University and not be worn for everyday wear? Yes No

5. Will the item purchased by PSU remain the property of the University? Yes No

 If no, explain:

Method of payment: Vendor: Amount:

BPC Date of purchase: DPR DPR #:

Fund and unit to be used for purchase:

 If item(s) is taxable, must use a Foundation account:

 If item is non-taxable, can use a Restricted, Foundation or Local account:

***(The Business Office will notify department’s which funding is used after HRS has reviewed & classified the purchase.)***

Preparer’s Signature: Date: Ext. \_\_\_\_\_\_\_\_\_\_

**HRS Section:**

Above listed clothing item(s) are: Taxable Non Taxable

Reviewer’s Signature: Date:

***HRS: Send original determination form and supporting documents to the Business Office for vendor payment processing.)***

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