



COLLEGE POLICY

Policy Title	Employee Apparel Purchasing
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Policy number	2515
Date issued	
Responsible office(s)	Finance and Administration
Keywords	employee apparel; shirts; uniforms

Policy purpose

The purpose of this policy is to regulate taxable clothing purchases made for employees with Madison College funds. The goals of the policy are to ensure IRS compliance, provide clear guidelines surrounding all taxable employee apparel purchases, and establish a standardized process to monitor purchases and appropriately report spending. This policy does not apply to uniforms, which are governed by the Employee Handbook.

Scope

Definitions

Policy

This policy applies to all purchases made with Madison College funds including General, Special Revenue, Enterprise, and Internal Services Funds for employees (not students). This policy does not apply to funds managed by the Student Activities Board (713) for Student Clubs (714). This policy does not apply to apparel purchased for classes/instructional purposes (printing, etc.) or apparel purchases within an approved grant budget. Justification for all instructional and grant-related apparel must be indicated/documentated on the purchase.

Per the IRS, clothing is a taxable fringe benefit to the employee unless it is a uniform. The Madison College Employee Handbook defines Madison College uniforms and the guidelines for uniform purchases.

Authorized Clothing:

Under IRS de minimis fringe regulations, Madison College funds can be used to occasionally purchase shirts, whose value is low enough that accounting for it would be impractical and unreasonable, for events such as group volunteer activities, Welcome Week greeting, and similar events. These shirts will be purchased and distributed by the college. At the time of purchase, the buyer must indicate for which event(s) and date of event(s) the shirts are being purchased.

Prohibited Clothing:

Clothing purchases outside of non-taxable official college uniforms and provided shirts are strictly prohibited.

Review and Amendments:

This policy will be overseen by the Finance Department. Any concerns or appeals regarding this policy can be addressed through the Finance Council.

Links to state/federal regulations

Supporting documents

Related policies