

## SPECIAL CLOTHING AND EQUIPMENT PURCHASE AUTHORIZATION

Section 1: EMPLOYEE INFORMATION		
LAST NAME	FIRST NAME	DATE
POSITION TITLE	OFFICE or UNIT	NOAA OFFICE
PRODUCT DESCRIPTION	ESTIMATED COST	
PROGRAMMATIC JUSTIFICATION		

Section 2: PURCHASE REQUIREMENTS	
<p>Reference: CAM 1313.301 Purchase Card Manual 3.9.3, Federal Appropriations Law Restrictions, in accordance with <i>Principles of Federal Appropriations Law</i>, which limits the purchase of generally prohibited items (wearing apparel) from purchase with appropriated funds.</p> <p>The general rule is that clothing is a personal expense ("every employee of the Government is required to present himself for duty properly attired according to the requirements of his/her position"). However, 5 U.S.C. §7903 provides that appropriated funds available for the procurement of supplies and materials or equipment are available for the purchase of "special clothing and equipment" for the protection of personnel in the performance of their assigned tasks. In order for the employee to purchase special clothing and equipment, the following three criteria must be met:</p> <ol style="list-style-type: none"><li>1) The clothing or equipment must be "special" or "necessary" as opposed to an item the employee may reasonably be expected to provide for himself/herself. YES <input type="radio"/> NO <input type="radio"/></li><li>2) The items must be for the benefit of the Government. YES <input type="radio"/> NO <input type="radio"/></li><li>3) The employee must be engaged in hazardous duty, or performing an activity that requires specified safety gear or uniform requirement. YES <input type="radio"/> NO <input type="radio"/></li></ol> <p>Be advised that any of the special items purchased are Government property and must therefore be returned to the agency when not in use.</p> <p>If the proposed purchase of clothing or equipment does not meet all three of the above criteria, the employee shall obtain approval from their servicing Agency Program Coordinator (APC) prior to making the purchase. The APC will seek approval from the Chief of the Bank Card Center, the Office of General Counsel, and the Head of Contract Office as required pursuant to CAM 1313.301, paragraph 3.9.3., Federal Appropriations Law Restrictions. If the proposed purchase of clothing or equipment does meet all three criteria, approval from the APC is not required and authorization may be issued by the employee's supervisor.</p>	

Section 3: PURCHASE AUTHORIZATION		
EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE
APPROVING OFFICIAL NAME	APPROVING OFFICIAL SIGNATURE	DATE