

# Damaged Uniform Order Form

COMPLETE THIS FORM WHEN ORDERING REPLACEMENT FOR DAMAGED UNIFORM(S) BEFORE TWO (2) YEAR ORDER CYCLE.

1. Cook Managers and the employee together will determine if uniforms need to be replaced. Be sure staff member needing replacement uniforms completes the Damaged Uniform Order Form.
2. Employee must complete and sign this form then give it to the manager for approval signature. Manager will send to the DSC. Nutrition Services Director will review the order. If approved, DSC will return 2 copies of the approved order form to you in the school mail.
3. Employee goes to Advanced Sportswear with 1 copy of this form to order the uniform(s). Employee will keep the other copy for their records. Advance Sportswear will keep their copy until you pick up your uniform.
4. Advanced Sportswear or Nutrition Services will notify you when your uniform is ready for pickup. You must present I.D. when picking up your uniform.

**Note:** If you are ordering uniform items outside the established bulk order times, you will have to pay Advanced Sportswear at time of order. After picking up your uniform, submit your receipt along with a completed Expense Voucher to Nutrition Services for reimbursement. SAVE YOUR RECEIPT.

**Ordering:**

	<b>Women's</b>	<b>Men's</b>
Shirts	_____	_____
Pants	_____	_____
	Pleated	Flat

Name: \_\_\_\_\_

School: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

**Office Use Only**

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Shirts

\_\_\_\_\_  
Pants