

FACILITY NAME HERE



Date

OFFICIAL UNIFORM VENDOR

SUBJECT: Official Authorization for Uniform Allowance – Transitional Employees

This letter authorizes the **transitional employee** (TE) below to purchase Type 1 uniform items according to the allowance installment amount stated. During the first term of employment, TEs are eligible for quarterly uniform allowance installments totalling \$298 annually. Uniform allowance eligibility is determined by local management. The uniform allowance installments are effective as follows:

- Quarters 1 and 2 uniform allowance installments are added together and issued on day 91 of the TE's service in the amount of \$149.
- Quarter 3 is issued on day 181 of the TE's service in the amount of \$74.50.
- Quarter 4 is issued on day 271 of the TE's service in the amount of \$74.50.

The employee must show Postal Service identification and provide this letter with the manager's original signature, date signed, and allowance amount. The uniform vendor is required to keep the original as authorization for the purchase.

The uniform vendor submits an itemized invoice containing each item purchased and the cost to the employee's manager at the address listed below. Purchases must be for items from the Type 1 uniform category only. The purchase amount must not exceed the installment amount noted on the letter. Unspent amounts from previous quarters may be carried to the current allowance quarter but are included by the local manager in the amount stated below.

Employee Full Name: _____

Uniform Allowance Quarter: _____ Eligibility Date: _____

Uniform Allowance Installment Amount: \$ _____

Note: Purchases may not exceed the amount above.

Official Uniform Vendor: Please send itemized invoice to:

Manager's Name and Title: _____

Facility Name: _____

Facility Address: _____

City, State, Zip: _____

Manager's signature: _____

Date: _____

*Original goes to Official Uniform Vendor
Manager keeps copy*