

**KNOX COUNTY SCHOOLS  
MAINTENANCE & OPERATIONS DEPARTMENT**

**REQUEST FOR UNIFORMS AND UNIFORM ACKNOWLEDGEMENT**

<b>SIGNATURE OF FOREPERSON/SUPERVISOR:</b>	_____
<b>EMPLOYEE TO RECEIVE UNIFORMS:</b>	_____
<b>EMPLOYEE NUMBER:</b>	_____
<b>CRAFT/SCHOOL/ASSIGNMENT:</b>	_____
<b>DATE:</b>	_____

You are receiving uniform items (as shown below) for you to wear while at work for Knox County Schools. Please read the statements below. Sign at the bottom of the sheet and return this sheet.

1. The Knox County Schools Maintenance & Operations Department (KCSMO) is providing uniforms for your convenience as an employee of the department.
2. KCSMO will replace uniforms due to normal on-the-job wear and tear. However, uniforms that are damaged, destroyed or lost outside of normal on-the-job wear and tear will obligate the employee to replace the uniform at his or her cost. Currently it costs approximately \$9.98 per shirt and \$14.98 per pair of pants; \$ 26.98 per jacket to replace them.
3. When you leave this employment you must return your uniforms. Return them to your supervisor. Failure to return the uniforms will result in the value of the uniforms being deducted from your last paycheck.

I \_\_\_\_\_ agree to abide by the terms and conditions of the  
(Print Please)

uniform guidelines as delineated above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

Craft: \_\_\_\_\_

Please check those boxes that apply. Provide notes if they are needed.

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| I received eleven shirts:         | <input type="checkbox"/> Note: _____ |
| I received eleven pairs of pants: | <input type="checkbox"/> Note: _____ |
| I received one jacket:            | <input type="checkbox"/> Note: _____ |