

MEMORANDUM THRU DISTRICT NATURAL RESOURCES MANAGEMENT (NRM)
UNIFORM PROGRAM COORDINATORS

FOR ALL NRM UNIFORMED EMPLOYEES

SUBJECT: NRM Uniform Program Closeout Information

1. We are currently in the third quarter of the first year of the new NRM Uniform Contract and are rapidly approaching the end of the fiscal year. The purpose of this memorandum is to provide Fiscal Year (FY) 2001 uniform program close out guidance for all NRM uniformed employees. Please note that the following FY 01 close out information and dates are completely different from last year due to the electronic web-based uniform authorization and ordering systems under the new contract.

2. There are several dates that all uniformed employees need to know.

a. **August 31, 2001** is the last date to order standard size uniforms for this fiscal year.

1) DO NOT WAIT UNTIL THE LAST DAY! If, for any reason your allowance is not spent, you will lose it. It will not be carried over.

2) Be sure you know your account number and password. If you have lost your password, contact UniformSolutions Customer Service at 1-800-448-7968. Again, it takes time, so don't wait.

b. **July 16, 2001** is the last date to order "Made to Measure" or non-standard size uniform (i.e. those sizes outside of the sizing charts listed on the web site or in the catalog). This date is established to help insure delivery of these items this fiscal year.

c. **September 14, 2001** is the last day uniform items will be shipped. If any uniform items are backordered at this time, these items may be eliminated. Uniform allowances can not be expended beyond the fiscal year, thus if the delivery date is many months into the next FY, these items will be eliminated.

3. **Important.** We do not anticipate any major problems during the closeout period, however, with any new electronic web-base system, anything can happen! For this reason, **it is imperative that all employees place their FY 01 uniform orders as soon as possible.** Any uniform order that can not be processed by the above deadline dates for any reason will not be accepted and all remaining uniform allowance funds will be terminated for the individual.

4. There is another issue affecting some employees concerning sales tax and the use of personal funds for purchasing uniform items. Sales tax does not apply to purchases made via uniform allowances, however, it does apply when personal funds are used to purchase uniform items in following states that have a sales tax:

Alabama
Arkansas
California
Colorado
Georgia
Iowa
Louisiana
Missouri
New York (for apparel items over \$110.00)
North Carolina
Ohio
Oklahoma
Texas
Utah
Virginia
Washington

We have provided justification to eliminate the charging of the sales tax for purchases of official uniform items. If anything changes with regards to this issue, we will notify everyone.

5. Remember - all employees are strongly urged to use place their uniform orders NOW. Don't wait!!!

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