



# COUNTY OF GLENN

DEPARTMENT OF FINANCE

Willows, CA 95988

Auditor-Controller: (530) 934-6476

Treasurer-Tax Collector: (530) 934-6410

Fax: (530) 934-6421

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## UNIFORM/EQUIPMENT ADVANCE REQUEST FORM

Employee Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Bargaining Unit: \_\_\_\_\_

**DSA:** Pursuant to the MOU between the County of Glenn and the Glenn County Deputy Sheriffs' Association, Article 5.03 – Uniform and Equipment Allowance and Replacement Costs: The County agrees to provide employees in the Deputy Sheriff and Sheriff's Detective positions an annual uniform allowance of \$2,000 per year to pay for the cost of purchase, replacement, and cleaning of uniforms and equipment. The County shall advance the first installment of \$1,000 with the first pay period in January and the second installment of \$1,000 will be advanced with the first pay period in July of each year. Employees shall provide receipts/supporting documentation for the expenditures to the Finance Department Accounts Payable within 120 days of receipt of the advance. Amounts unaccounted for will be reported as taxable.

Additionally, the County will provide newly hired Deputy Sheriffs, a one-time payment of \$2,000 to defray the cost of uniforms and equipment. Newly hired Deputy Sheriffs must provide receipts/supporting documentation of the \$2,000 advanced funds within 120 days to the Department of Finance. Amounts unaccounted for will be reported as taxable.

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I hereby request an advance in the amount of \$ \_\_\_\_\_

Receipts for uniform and equipment expenditures are subject to the County's accountability plan as required by the IRS regulations and must be compiled and submitted to the Department of Finance within 120 days from the original issuance of the advanced check. Amounts unaccounted for shall be reported as taxable.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Department Head's Approval:**

\_\_\_\_\_  
Authorized Signature:

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Org Key Account