

New Employee Uniform Order Form (Employed less than two (2) years)

Only NEW Nutrition Services employees complete this form for ordering uniforms.

1. This form is to be used when ordering uniforms during the first two (2) years of employment with Nutrition Services. Do NOT use this form for damaged uniforms.
2. Employee must complete and sign this form then send it to "DSC-Attention Nutrition Services". 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: You will have to pay Advanced Sportswear at time of order. SAVE YOUR RECEIPT. Submit your receipt along with a completed Expense Voucher to Nutrition Services for reimbursement under the terms of your contract.

Ordering:

	Women's	Men's
Shirts	_____	_____
Pants	_____	_____
	Pleated	Flat

Name: _____

School: _____

Phone: _____

Employee Signature

Date

Manager Signature

Date

Director Signature

Date

Office Use Only

Approved by: _____

Shirts

Pants