

UNIFORM ISSUANCE RECORD

Employee Name:			
Address:			
Home Phone:		Cell Phone:	
Additional Contact Numbers:			
Department:		Date Employment Began:	
Pant Size:	Shirt Size:	Coat Size:	Belt Size:
Badge:			

Date	New	Used	Quantity Issued	Item Description	Signature Receiving Employee	Signature Issuing Employee		Date Returned	Quantity Returned	Signature Returning Employee	Signature Receiving Employee

If any item issued becomes worn out, ill fitting, damaged or obsolete, it will be returned to the uniform issuance personnel/agency quartermaster prior to receiving a replacement. At no time will an employee personally dispose of any item issued by the Oklahoma Department of Corrections. Should you be transferred, terminated, or resign from your position; you will have 10 days from your last working day to return all uniforms/equipment or the total cost will be automatically deducted from paycheck.