

This form must be completed and submitted as backup documentation to the purchase requisition or PCard transaction. Departments are responsible for informing employee that the clothing purchase is considered a taxable benefit and the value will be included in taxable income for W-2 purposes and will be subject to all income and FICA withholding taxes per IRS rules and guidelines. See <u>Business Procedure Manual 7.05 Taxable Fringe Benefits</u> for information and definitions regarding clothing purchases for employee use.

SECTION 1: DEPARTMENT INFORMATION			
Department:	Date:		
Preparer:	Email:	Phone:	
SECTION 2: DESCRIPTION			
Purpose/Description:			
Vendor:			
Purchase Req #: Or PCard Holder:			
SECTION 3: RECIPIENT INFORMATION			
Employee Name	Aggie ID	Amount/Full Value	
	Total from Continuation Page		
	Total Purchase		

SECTION 4: INTERNAL OFFICE USE ONLY

Initials: _

Date: ___



New Mexico State University Payroll Services Taxable Clothing Purchase - Employee Listing Form - Continuation Page

Employee Name	Aggie ID	Amount/Full Value
· · ·		
Total		