



CLOTHING VOUCHER FOR FRINGE BENEFITS

REQUEST TO RECORD NON-CASH ITEMS

The following item(s) were provided to the employee below and need to be included with the employee's taxable wages.

Employee's Name: _____ Employee ID: C _____

Purchaser's Name & Department: _____

Item:	Item Value:

Prepared By: _____ Date Prepared: _____

Employee's Signature: _____ Date: _____

Check this box if the clothing purchased is below \$25/person and will be given as a gift.

NOTE: Unsolicited gifts must have a value of \$25/person or less per year to be compliant with the State of WV Ethics Act.

This form will need to be completed for each recipient of non-cash items.