



## Department of Human Resources Safety Shoe Reimbursement - General Unit

Per the General Unit MOU the City will provide safety shoes to those positions that meet the general industry standards ASTM F 2412 and ASTM F 2413 to those positions necessitating safety footwear protection. Unit members are to wear these safety shoes at all time while performing usual and customary duties and failure to do shall subject employees to potential disciplinary action. Reimbursement may be requested for up to \$150.00 plus tax.

Name:	Employee #:
Position:	Department:

### Purchase Information

Store:	Date:	Receipt attached <input type="checkbox"/>
<hr/>		
Cost (up to \$150 max)	+	Tax
		=
		Total

### Certification of Request

I hereby request reimbursement for safety footwear above, I have attached the original receipt, and I certify that the safety footwear complies with the American Society for Testing and Materials (ASTM) standards F 2412 and F2413.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Department Approval

I approve this position meets the guidelines for safety footwear and I have inspected the safety footwear and certify that it complies with the American Society for Testing and Materials (ASTM) standards F 2412 and F 2413.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### HR Use Only:

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date Submitted to Finance