



Department of Human Resources Tool Reimbursement - General Unit

Per the General Unit MOU, the City will provide a tool reimbursement for up to \$1,500 per calendar year for those employees in the Fleet Operations Division, the Facilities Maintenance Division, and Maintenance Mechanics assigned to the Parks. Airport Maintenance Technicians will receive up to \$750 from February 6, 2019 to June 30, 2019; for fiscal year July 1, 2019 – June 30, 2020 - \$1,000; and starting the fiscal year beginning on July 1, 2020 – June 30, 2021 and thereafter, \$1,500. Generally, total amounts submitted for reimbursement should be in increments of \$50 or greater.

Employee Information

Name:	Employee #:
Position:	Department:

Purchase Information

Store:	Date:	Cost:	Tax:	Total:
Item 1:	Cost:	Item 4:	Cost:	
Item 2:	Cost:	Item 5:	Cost:	
Item 3:	Cost:	Item 6:	Cost:	
Store:	Date:	Cost:	Tax:	Total:
Item 1:	Cost:	Item 4:	Cost:	
Item 2:	Cost:	Item 5:	Cost:	
Item 3:	Cost:	Item 6:	Cost:	
Store:	Date:	Cost:	Tax:	Total:
Item 1:	Cost:	Item 4:	Cost:	
Item 2:	Cost:	Item 5:	Cost:	
Item 3:	Cost:	Item 6:	Cost:	
<input type="checkbox"/> Receipts Attached <input type="checkbox"/> Vendor History Report				Total:

Certification of Request

I hereby request reimbursement for the tools above. I have attached the original receipt, and I certify that the tools will be used in the performance of my job duties.

Employee Signature	Date
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Department Approval

I hereby approve reimbursement for the tools above. The original receipt and vendor history report are attached, and I certify that the tools will be used in the performance of the employee's job duties.

Department Head Signature	Department Head Name	Date
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