

PROTECTIVE FOOTWEAR AUTHORIZATION/CASH ALLOWANCE RECEIPT

INSTRUCTIONS: The Safety Office initiates this form and forwards it to the approving supervisor. The approving supervisor signs the form where indicated, retains a copy, and gives remaining copies to employee. The employee takes the form to the Imprest Fund, Bldg. _____, Room _____, signs where indicated to acknowledge receipt of cash allowance, and receives \$ _____. Imprest Fund retains a copy, and forwards both the Original (white copy) and a copy to Accounts. The final copy is given to the employee.

Name of Employee	Division	Bldg.	Room
Occupational Title (OPM Job Title)	Cost Center No.		Obj. Class 12.1

TYPE OF AUTHORIZATION

<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL ➔	Date
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Method of Acquisition:

EMPLOYEE PURCHASE (\$_____ CASH ALLOWANCE AUTHORIZED—TO BE OBTAINED AT THE IMPREST FUND, UPON PRESENTATION OF THIS COMPLETED FORM)

Safety Office Approval Justification:

APPROVALS

Safety Office (<i>Signature</i>)	Date
Supervisor (<i>Signature</i>)	Date

EMPLOYEE ACKNOWLEDGMENT/RECEIPT

I acknowledge by my signature that I have received \$ _____ cash allowance towards the purchase of ordinary safety-toe shoes and I agree to purchase only shoes that conform to the requirements of the latest edition of ANSIZ41.1 and are so marked with appropriate identification markings; to maintain them in a reasonable state of repair; and to wear them on-the-job at all times when exposed to the foot hazards the protective footwear is intended to protect against.

Employee (<i>Signature</i>)	Date
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