



AUTHORIZATION FOR PROTECTIVE FOOTWEAR

In the interest of reducing risk of accidents and injury, the district requires the use of protective footwear where foot hazards may exist as part of the job. Division Managers and Supervisors shall determine those employees in their Division(s) required to wear protective footwear.

Protective footwear must meet the American Society of Testing Materials (ASTM) F2412-05 Standard Test Methods for Foot Protection and F2413-05 Standard Specification for Performance Requirements for Protective Footwear. New employees will be required to be in possession of safety shoes on their first day of employment. Purchase information will be provided during new hire orientation.

Completion of the information below will authorize the employee to purchase protective footwear and be eligible for reimbursement of not more than \$225.00 per calendar year.

This authorization form must be completed prior to purchasing any protective footwear.

Authorization is valid up to 30 days from the date of the Human Resources Representative's Signature.

EMPLOYEE NAME (PLEASE PRINT)

DEPARTMENT/SECTION

SUPERVISOR SIGNATURE

TITLE

DATE

HUMAN RESOURCES SIGNATURE

DATE

SAFETY FOOTWEAR

The District has accounts at the stores listed below. All vendors have been reminded the following:

- 1) Vendors may only honor authorizations when the purchase is made within 30 days of the date the HR Representative signs the form
- 2) Employees are responsible to pay for any amount over the sum of \$225.00 at the time of purchase.

BOOT BARN

431 W. Esplanade Dr.
Oxnard, CA 93036
(805) 485-4572

OUTBACK FOOTWEAR

1468 Los Angeles Ave.
Simi Valley, CA 93065
(805) 526-6072

WORK BOOT WAREHOUSE

21715 Sherman Way
Canoga Park, CA 91303
(818) 703-8498

WORK BOOT WAREHOUSE

24012 Lyons Ave
Newhall, CA 91321
(661) 259-1978

WORK BOOT WAREHOUSE

5760 Lankershim Blvd.
North Hollywood, CA 91601
(818) 753-8747

Reminder:

If you will not be shopping at one of the locations listed above, you will be required to submit the following:

- Employee Reimbursement Request Form
- Proof of Payment (Receipt/s, Screenshot of Credit Card Transaction)
- Shoe Information to confirm ASTM standards are met