

CITY OF CANTON

Reimbursement Request

Date			
Amount of Reimbursement	\$50.00	Account Number	GL# 5120 (Wearing Apparel)
Description of Expense	Reimbursement for purchase of listed safety shoes or boots. (Must meet ASTM F2413-05, ASTM F2413-11 or ANSI Z41 PT99)		
Employee Signature			
Supervisor Approval			
Safety Committee			

Procedures for reimbursement:

In an effort to promote Safety in the workplace, the City of Canton will reimburse \$50.00 to employees for the purchase of steel toe shoes or boots.

Employees may purchase footwear at a business of their choice.

In order to receive reimbursement, employee must have original copy of invoice to attach to this request. Reimbursement request must be completed & signed by employee, supervisor & safety committee.

Accounts Payable will issue a check in the following check run.

(Original receipt must be attached to this request!)