

- \*\$200 limit (final total price after tax)
- \*shoes must be laced/no pull-on
- \*shoes must have safety toes
- \*for employees performing electrical work, shoes must be “all” leather

## Safety Shoe Authorization Form

**Note:** The Department of Environmental Health and Safety (EHS) must sign this form and approve the request. **Safety shoes should only be requested for employees who are exposed to foot injuries.**

<b>Employee's Name</b> _____	<b>Department</b> _____
<b>Job Title</b> _____	<b>Phone #</b> _____
<b>Supervisor's Name</b> _____	<b>Phone #</b> _____

**Please indicate (below) why you are authorizing safety shoes**

This employee is **new** or has not been issued safety shoes.

This person needs **replacement** safety shoes. Refer to Safety Shoe Procedures for details.

**I confirm that I have inspected the shoes to be replaced and deem them in need of replacement. Employees shall discard their old shoes upon receipt of the replacement.**

**Manager/Supervisor**  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**EHS Signature** \_\_\_\_\_ **Date** \_\_\_\_\_