



# NRAO Department of Environmental Safety & Security Safety Footwear Purchase Authorization Form

## AUTHORIZATION FOR PURCHASE OF SAFETY FOOTWEAR

When properly completed, this form authorizes \_\_\_\_\_ to purchase safety footwear and receive reimbursement to the extent of the cost of the shoes up to **\$125.00 (per Year or up to \$250 per every other year on a single pair of shoes purchased for the employee only)**, whichever is the lesser amount. Present this form to the Safety Officer, along with a receipt for the purchase of SAFETY FOOTWEAR (This must be stated on the receipt). The form and receipt will be forwarded to the Fiscal Division for reimbursement to the employee.

There are no restrictions on what style or brand of shoes that can be purchased, except that the shoes must meet minimum ANSI/ASTM standards (ASTM F2413 standard superseded the ANSI Z41 standard). Evidence of meeting the standard may be stamped or embossed in the shoe. It is up to the employee to ensure that the shoe you buy meets the minimum requirements as noted in ASTM. Be prepared to submit proof with your receipt. If you have questions about a specific shoe, please feel free to contact your site Safety Officer for guidance.

If an employee purchases and is reimbursed for safety footwear, the employee is required to wear them while on the job and is encouraged to wear them off the job.

Upon evidence that the shoes require replacement, authorization for reimbursement for a new pair will be provided (in accordance to the reimbursement policy stated above).

- \$125.00 (up to)                      One-year reimbursement
- \$250.00 (up to)                      Two-year reimbursement

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Safety Representative Signature

\_\_\_\_\_  
Account Number  
(Please specify if an ALMA employee)

\_\_\_\_\_  
Date

**Return the Completed Form to:** ES&S Site Safety Division  
**Copy to:** NRAO ES&S Admin Support – Diana Torres: [dltorres@nrao.edu](mailto:dltorres@nrao.edu)



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