



## Safety Shoe Authorization Form

Maximum Subsidy: \$200

To obtain safety footwear:

1. A City of Round Rock I.D. is required to be presented at point of sale to the authorized vendor.  
**Authorized vendors: Red Wing and Cavendar's**
2. The City of Round Rock will cover a cost of up to \$200.00 per year for safety footwear as identified below.  
Footwear must, at a minimum meet or exceed ANSI Z41-1991 or ASTM-F241305 standards.  
A safety shoe that meets this requirement will have either standard clearly marked on one of the shoes.
3. Footwear purchase totals in excess of \$150.00 for safety shoes/boots and \$200.00 for steel toe boots will be paid by the employee at the time of sale.
4. The original, detailed receipt must be returned to the departmental representative that provides approval below.

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### Section 1: Request for Steel Toe Footwear - Up to \$200.00 (To be completed by employee.)

Employee Name-typed: \_\_\_\_\_ Department Code: select

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### Section 2: Request for Safety Shoes/Boots - Up to \$150.00 (To be completed by employee.)

Employee Name-typed: \_\_\_\_\_ Department code: select

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### Section 3: Required signatures before purchase

I understand that should I leave employment with the City of Round Rock prior to completing the probationary period, the amount paid for my safety footwear will be deducted from my final check.

Employee Printed Name: \_\_\_\_\_ Emp Number: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Printed Name: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_