

SAFETY SHOES PURCHASE AUTHORIZATION FORM

This form serves several purposes including information on the department, employee, job title, foot protection requirements, the maximum amount the state will pay, department sign-off authorizing purchase (with a valid purchase order), vendor requirement to provide information of brand, model and cost of shoes for validity and data gathering, vendor commitment to conditions of sale of shoes to fit, perform, and to meet state, OSH, and job requirements. Procedures include the following:

Department:

1. Completes the top portion of the form.
2. Analyzes and transposes assessment data on to the authorization form.
3. Determines allowance from the applicable Memorandum of Agreement. In multi-foot protection requirements enter the type of protection with the highest allowance. Enter only one allowance amount.
4. Employer representative signs and dates form, retains copy and instructs employee to give the original and copy of the authorization to the vendor when a selection is made.
5. Employer representative informs the employee of the scope of the policy, reviews the Proper Selection, Proper Fit section of the policy, and provides signed copies of the form for their signature. The employer and employee retains a copy of the section.
6. When a vendor has been determined the employer may require that the vendor ship or deliver the foot protection to the employer or provide employee reasonable amount of time during the workday to pick up the foot protection. The employer shall pay for shipping and handling, as applicable.

Vendor:

1. Reviews requirements with state employee.
2. Informs employee of shoes available that meet requirements.
3. Assists employees in obtaining proper type and fit of foot protection.
4. Informs employees of allowance limit and, as applicable, informs employees of their responsibility for cost beyond the allowance provided. The vendor collects for cost above limit from the employee.
5. Signs form certifying shoes meets requirements specified on authorization form and agrees to the Condition of Sale, instructing the employee to return the original to their department; or,
6. Redirects employee to other vendors when proper type or fit is unattainable.