



Caltech

CALIFORNIA INSTITUTE OF TECHNOLOGY

SAFETY SHOES / PROTECTIVE FOOTWEAR Supervisor's Authorization Form

When safety shoes are required by Laboratory/Shop policy, the department requesting them will contribute a set amount (allowance) toward their cost.

All requests for safety shoes and protective footwear must be approved by the requestor's supervisor before an order for the safety shoes is placed.

- COMPLETE ALL FIELDS BELOW -

Requestor's Full Name	
Requestor's UID	
Department	
Mail Code	
Phone Number	
Supervisor's Full Name	
PTA	

- I understand the current annual allowance for safety shoes is set at \$150 and if I select safety shoes for which the total cost (including sales tax) exceeds this allowance I am responsible for paying the difference.

- Additional Comments:

Employee Signature

Date Signed

SUPRVISOR'S AUTHORIZATION:

I hereby authorize the purchase of safety shoes for the individual listed above.

Supervisor's Signature

Date Signed