



**Instructions**

This form is to be completed by the employee seeking safety shoes based on job duties. The form should be completed by the employee requesting safety shoes and returned to their supervisor. Supervisor will confirm employee is eligible for new pair of safety shoes and approve/disapprove request. Supervisor will forward copy of completed and signed form to EHS utilizing DocuSign. EHS will complete approval process and forward form to Facilities Buyer to issue voucher. Voucher is sent to supervisor to distribute to employee and make sure they understand that original voucher is required by approved vendor at time of purchase. The footwear obtained must meet ANSI or ASTM standards, as applicable. The approved vendor for Kennesaw State Safety shoes is Red Wings Shoes, and the available stores are listed below. The voucher purchase price is limited to \$150.00. Shoe accessories are not eligible for purchase on voucher. There is no refund or credit for shoes purchased for less than \$150. Employee may purchase eligible shoes for more than \$150 but employee is responsible for taxes and amount over \$150. Employee is allowed one pair every two years. Copy of receipt must be returned to supervisor to forward to Facilities Buyer. Employees will keep original copy of receipt for any returns or warranties they need to initiate with approved vendor.

Employee's Name	Job Title	Department
Request Date	Hire Date	
Employee's Signature	Date	

**Footwear Requirements**

<input type="checkbox"/> <b>Facilities Custodian:</b> Slip Resistant & Waterproof required, Safety-toe optional	<input type="checkbox"/> <b>Facilities Mover, Set-up Staff, or Floor Tech:</b> Safety Toe, Slip Resistant & Waterproof required	<input type="checkbox"/> <b>Facilities Maintenance:</b> Safety-toe required
<input type="checkbox"/> <b>Facilities Grounds Personnel:</b> Minimum 6" boot with waterproof & Safety-toe required	<input type="checkbox"/> <b>Facilities Administration:</b> Safety-toe required	<input type="checkbox"/> <b>Facilities Electrician or HVAC:</b> Safety-toe & Electric Hazard required.
<input type="checkbox"/> <b>EHS Personnel:</b> Safety-toe, Slip Resistant & Waterproof required	<input type="checkbox"/> Other notes or requirements:	
<i>By signing and submitting this authorization form, the employee acknowledges that wearing of Safety shoes is a requirement of their job and that the employee will wear the safety shoes during work activities requiring foot protection.</i>		

**Approvals:**

Supervisor's Name	Supervisor's Signature	Date
EHS Personnel Name	EHS Personnel Signature	Date

**Approved Vendor**

[Red Wing Store](#)

**Stores**

8265 Highway 92 Ste 104  
Woodstock, Ga 30189

2437 Cobb Parkway SE  
Smyrna, Ga 30080