



## Boot Reimbursement Form

**The new CSEA agreement contains the following language:**

Employees required to wear work boots shall receive an annual boot reimbursement of up to two hundred dollars (\$200.00) with a receipt.

Employees who are not properly attired will receive one warning. On any subsequent occasion when the employee is not properly attired, they will be sent home without pay.

EMPLOYEE NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FACILITY: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_ (Maximum \$200)

EMPLOYEE SIGNATURE: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

This form is to be completed and submitted along with a photocopy of the purchase receipt. Do not send the original receipt.

Send to PRC – Accounts Payable - 450 Saw Mill River Road, Ardsley, NY 10502