ATTACHMENT B

Employee Safety Shoe Voucher

Authorization Number

Expiration Date

1. To redeem this shoe voucher, present your **Port of Los Angeles, Photo Identification Card** at one of the following location(s). This voucher is not transferable and must be redeemed before the expiration date. All shoe related questions/concerns associated with this voucher will be addressed by the redeeming location selected.

2. Employee must receive Supervisor approval during regular work hours to visit store location.

3. Protective footwear (safety shoe) minimum requirements: leather, minimum 6-inch high ankle protection, ASTM 2412, ASTM 2413, I-75, C-75 specification, slip resistant, puncture resistant and fully cushioned insole.

4. Shoe voucher value is $165.00 credit towards a **single** pair of Port approved safety shoes meeting the above specifications. Employees who redeem safety shoes for less than the credit value will not receive value difference **and cannot use the remaining balance for the purchase of other items**. Employees who purchase safety shoes for more than the credit value will pay the value difference at the time of sale. Voucher value shall not exceed $165.00 including tax. Neither the employee nor vendor will receive reimbursement/credit values for shoes less than $165.00.

EMPLOYEE RESPONSIBILITY STATEMENT: By my signature below, I understand the purchase of the safety shoes are only intended for Port employees and agree to wear these boots in association with employment duties while performing duties that require this type of Personal Protective Equipment (PPE) per CCR Title 8, Section 3385, Foot Protection standards.

Employee Name (print clearly)	**Employee ID#**	**Employee Signature**	**Date**
Risk Management Rep (print clearly)		**Risk Management Signature**	**Date**
Vendor Representative (print clearly)		**Vendor Signature**	**Date**

VENDOR: This vouchers is valid for 30 days. **Expired vouchers maybe delayed or rejected by accounts payable**. All vouchers must contain employee, Risk Management and shoe vendor representative signatures. Vendor must return completed voucher with the associated invoices to the address below for reimbursement.

Port of Los Angeles Risk Management Division
425 S. Palos Verdes St., San Pedro, CA 90731
(310) 732-3758

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