



## CITY OF PETALUMA Work Boots Voucher / Invoice

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### **Employee Authorization to Purchase Work Boots and/or Repair of Work Boots**

The employee named below is authorized to purchase a pair (or pairs) of work boots and/or for repair of work boots with a maximum value of \$275.00 (as of 7/1/21), including tax, with **Workforce Boot and Clothing, Work World or Red Wing**.

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Employee Name	Position	Employee Number
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Signature Director / Manager	Voucher Expiration Date
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### **Employee Instructions**

You must redeem this voucher by the expiration date. Upon redemption, sign and date this form and submit it to Workforce Boot and Clothing, Work World or Red Wing.

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Employee Signature	Date Voucher Redeemed
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### **Vendor Instructions**

Employee must show proper identification. Please submit invoice for payment, along with this voucher and sales receipt to:

City of Petaluma  
Attention: Accounts Payable/Leslie Manning  
P.O. Box 61  
Petaluma, CA 94953

Payment will be made within 30 days of receipt of the invoice voucher. For questions regarding payment, please call Accounts Payable at (707) 778-4413.

I hereby certify that the items listed in the attached receipts are proper charges against the City of Petaluma and have been sold to the above-captioned employee.

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Vendor Signature	Printed Name	Date
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