



**CITY OF PETALUMA
Work Boots Voucher / Invoice**

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, including tax, with **Work World or Red Wing**.

Eligibility criteria, frequency, reimbursable limits and provisions, and covered expenses are provided in the applicable memorandum of understanding (MOU). Please refer to the provisions and limits specified in the applicable MOU when completing.

Department Instructions and Approval

Employee Name _____ Employee Number _____

Position Title _____ Bargaining Unit _____

Total amount authorized: _____ Current FY: _____ Amount approved to date in current FY: _____

Account # to be charged: _____

Authorized expenses: Purchase Only Purchase and/or repair Voucher Expiration Date: _____

1. Approval of Immediate Manager

Signature of Immediate Manager _____ Date _____

2. Final Approval of Department Director

Signature of Department Director _____ Date _____

Vendor Instructions

Employee must show proper identification and be given a copy of the invoice and signed Boot Voucher.
Please submit invoice for payment along with this voucher and sales receipt to:

City of Petaluma, Attn: Accounts Payable, 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 contact Accounts Payable at (707) 778-4413 or AccountsPayable@cityofpetaluma.org.

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.

Vendor Signature _____ Printed Name _____ Date _____

Employee Instructions

You must redeem this voucher by the expiration date. Upon redemption, sign, and date this form and submit it to Work World or Red Wing. Submit a copy of the invoice, including any receipts, and signed Boot Voucher to Accounts Payable at AccountsPayable@cityofpetaluma.org.

Employee Signature _____ Date Voucher Redeemed _____