



LOS ANGELES COMMUNITY COLLEGE DISTRICT  
INTER-OFFICE CORRESPONDENCE

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**Date:**

**To:** DISTRICT ACCOUNT PAYABLE

**From:**

**Re:** SAFETY SHOE REIMBURSEMENT- SEIU Local 99 Employees

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The employee listed below has purchased the required safety shoe and is entitled to up to \$150 reimbursement per Fiscal Year, per Article 11 Section J of the Agreement between the Los Angeles Community College District and County School Employees Union Local 99, S.E.I.U. The original receipt is being presented within the 60 calendar days of the purchase. The original receipt is attached as proof of purchase.

PLEASE SELECT ONE:

- Self-purchase from the District's Approved Vendor List-see back of form for list of vendors,
- Self-Purchase (please note that not using the Approved Vendor List may delay the shoe reimbursement process and additional documentation),

**OR**

- Self-Purchase for special circumstances (ADA accommodation documentation required)

Charge this expenditure to account: \_\_\_\_\_(WBS/cost center)

This transaction is for the amount of \$\_\_\_\_\_ for Fiscal Year \_\_\_\_\_

Employee Name (print)\_\_\_\_\_ Employee No.: \_\_\_\_\_

APPROVED BY : \_\_\_\_\_  
Supervisor Name/Signature

APPROVED BY : \_\_\_\_\_  
Vice President Name/Signature

# Approved Vendor List

The hyperlinks below depict footwear that complies with the Local 99 collective bargaining agreement and Cal/OSHA rules\*:

1. Red Wing Shoes:  
[http://www.redwingshoes.com/assets/content/redwingshoes/page/crv.html?utm\\_source=rwsc&utm\\_medium=rotational-banner&utm\\_campaign=crv-collection&utm\\_content=curved-design](http://www.redwingshoes.com/assets/content/redwingshoes/page/crv.html?utm_source=rwsc&utm_medium=rotational-banner&utm_campaign=crv-collection&utm_content=curved-design)
2. Industrial Shoe Company:  
<http://www.industrialshoecompany.com/>
3. Wolverine:  
<http://www.wolverine.com/US/en/work-boots/?CID=MAR-wolverine%20boots-e-Brand>
4. Craftsman:  
<http://www.craftsman.com/search=WORK%20SHOES>
5. Timberland:  
[http://www.timberland.com/timberlandpro.html?S:M:TMS:timberland\\_work\\_shoes:TBL](http://www.timberland.com/timberlandpro.html?S:M:TMS:timberland_work_shoes:TBL)

\* §3385(c)(1) Protective footwear for employees purchased after January 26, 2007 shall meet the requirements and specifications in American Society for Testing and Materials (ASTM) F 2412-05, Standard Test Methods for Foot Protection and ASTM F 2413-05, Standard Specification for Performance Requirements for Foot Protection which are hereby incorporated by reference.