

**BRUNSWICK CITY SCHOOL DISTRICT
FOOTWEAR REIMBURSEMENT**

An allowance for safety footwear is provided for certain designated employees in the following departments: Building Services Department, Maintenance Services Department, and Student Transportation Department. Submit form and **original store receipt** to the Treasurer's Office for reimbursement after receiving appropriate administrative approval. **DEADLINE FOR SUBMITTING FORMS IS JUNE 10. FORMS WILL NOT BE ACCEPTED AFTER THIS DATE.**

Employee Name _____ Dept. _____

Type of footwear:*

Cost _____ Date Purchased _____

Maximum reimbursement amount \$150 (eligible annually)

Supervisor's signature: _____ Date: _____

Business Office Approval: _____ Date: _____

*Must be from the list of approved safety footwear to be eligible for reimbursement.

07/2018

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