

PROCEDURE FOR OBTAINING SAFETY TOE FOOTWEAR

1. Fill out the reverse side of this form. Be sure to include your budget code and have the form signed by your supervisor and others as indicated.
 2. Bring this form and your Fermilab I.D. card with you to order your safety toe footwear. The vendor "shoemobile" is available in the parking lot behind Industrial Center Building every Tuesday from 8:00 a.m. to 4:00 p.m. (closed for lunch from 11:30 a.m. to 12:30 p.m.).
 3. If you choose a style which has an additional charge, you will have to pay that amount at the time the order is submitted. Make checks or money order payable to "Knippen's Shoes." (Note: The Lab will contribute up to \$70 per pair as well as the cost for medically-prescribed corrections and occupationally-required options.)
 4. Many styles are stocked in the dispensing facility and these can be picked up immediately upon placement of the order. Other footwear will be delivered in the "shoemobile" within two weeks and can be picked up at that time. Please check with the vendor about delivery times when you place your order.
- If you have any questions, contact the ES&H Section at 4646