EMPLOYEE WORK BOOTS REIMBURSEMENT FORM

1. EMPLOYEE INFORMATION

Employee Full Name: Daniel B. Smith

Job Title / Role: General Manager

Department: Admin./Field

Employee ID Number: 1006

Manager / Supervisor Name: Board of Directors

2. PURCHASE DETAILS & REIMBURSEMENT REQUEST

Date of Purchase: 8/11/26 / _____ / 20___

Store / Vendor Name: Amazon - Sureway-US

Boot Brand & Model: Work Boots for Men, Wedge Sole, Steel/Soft Toe

Total Amount Paid (w/ Tax): $ 89.42

Requested Reimbursement Amount: $ 39.42

3. POLICY & COMPLIANCE CHECKLIST

☑ **Original Receipt Attached:** I have attached the itemized store receipt showing payment confirmation.

☑ **Safety Standard Met:** The purchased boots meet company and OSHA safety requirements (e.g., steel/composite toe, slip-resistant, electrical hazard rating if applicable).

☑ **Eligibility Period:** This purchase falls within my allowable frequency under current company safety gear policy.

4. ACKNOWLEDGMENT & AUTHORIZATION

By signing below, I certify that the information provided above is true and accurate, and that the protective footwear listed was purchased strictly for work-related usage.

Employee Signature: Daniel B. Smith Digitally signed by Daniel B. Smith Date: 2026.08.19 12:41:40 -07'00' _____ **Date:** 8/19/26

Manager Signature: _____

Board Signature: _____ **Date:** _____

Date: _____

Please submit this completed form along with your original itemized receipt to your direct supervisor or HR department for processing.

Order Summary

Order placed August 11, 2026 | Order # 114-5537460-8993018

Ship to

Daniel B Smith
9430 CERRA VISTA ST
APPLE VALLEY, CA 92308-9076
United States

Payment method

Visa ending in 3213
Amazon gift card balance
View related transactions

Order Summary

Item(s) Subtotal:	$82.99
Shipping & Handling:	$0.00
Total before tax:	$82.99
Estimated tax to be collected:	$6.43
Gift Card Amount:	-$29.70
Grand Total:	**$59.72**

Delivered August 17

Package was left in a secure location

SUREWAY 6in Wedge Moc Toe Work Boots for Men, Leather, Steel Toe
Sold by: SUREWAY-US
Return or replace items: Eligible through September 12, 2026
$82.99

Apple Valley Foothill County Water District

POLICY HANDBOOK

POLICY TITLE: Uniforms and Protective Clothing
POLICY NUMBER: 2090

2090.1 The cost of work shirts with company logo and/or personal protective clothing, reflective vests, safety glasses, gloves, hard hats, hearing protection, respirators, face masks, etc., that employees are required to wear shall be purchased and supplied by the District.

2090.2 The District will make a boot reimbursement up to $50.00 every two years.

APPROVED ROLL CALL VOTE: Silva-Houts, Suzi Smith, Scott Drake, Susan Mulvaney, Harold Nobles