



Safety Shoe Reimbursement

Forward to Safety, Risk and Emergency Management

EMPLOYEE # _____

NAME _____

DEPARTMENT # _____

TOTAL AMOUNT \$ _____

EMPLOYEE CERTIFIES THAT THE FOOTWEAR FOR WHICH REIMBURSEMENT IS REQUESTED IS FOR THE EXPRESS USE OF THE EMPLOYEE AND SHALL BE UTILIZED TO ENSURE THE SAFETY OF THE EMPLOYEE.

Employee Signature

MANAGER/SUPERVISOR HAS INSPECTED AND CERTIFIED THAT THIS REIMBURSEMENT FOR INDUSTRIAL FOOTWEAR MEETS THE REQUIREMENTS OF THE DISTRICT'S INDUSTRIAL PROTECTIVE FOOTWEAR POLICY (ID MEMO 5572, AS REVISED).

Supervisor's Signature

THIS SECTION TO BE FILLED OUT BY SAFETY, RISK AND EMERGENCY MANAGEMENT

AMOUNT REIMBURSED \$ _____

APPROVED BY: _____ DATE: _____

SENT TO PAYROLL ON: _____

PAYROLL USE ONLY

RECEIVED BY: _____ **DATE:** _____

Please keep in mind boots must be all leather, have a 6" upper, steel or composite toe and be waterproof.



Welcome to your companies Safety Footwear Program!

Ordering Instructions

- 1) Open your browser and log in to emwd.lehighsafetyshoes.com
- 2) Enter your employee ID #
- 3) Scroll the pages to view available styles by clicking "Next Page" or "Previous Page" at top right
- 4) Select the style
- 5) Select the width and size then click "**Add To Cart**"
- 6) On the next page, you MUST fill in or confirm your shipping address
- 7) Review your order and hit "**Submit**"
- 8) You will receive an email that will break the order down for you

You are done! Remember that you have **FREE SHIPPING AND RETURNS**. Your shoes will ship in 5-7 business days via FedEx ground.

RETURN PROCESS

- 1) **Login** as you did in step one for order processing.
- 2) Click **view past order** tab (top right hand of the screen, pull up your order, click the **return tab** on the right of the screen, select **reason for return** and click **process**.
- 3) Print your FedEx label, affix to the box you are returning and drop it off at any FedEx location. **Your account will be credited when we receive them back into our warehouse.**

Kelly Leon

Account Sales Representative

E: Kelly.Leon@lehighoutfitters.com |

P: 866-762-5972 ext 2205

Client Services: P: 1-800-444-4086

Caleb Robinson

Territory Sales Manager

E: Caleb.Robinson@lehighoutfitters.com

C: 949-510-4640

Client Services: P: 1-800-444-4086