



KIGR Safety Shoe Order Form: DEPARTMENT PAID

Safety is important to KIGR. Appropriate shoe wear for the working conditions helps with creating safe working conditions. At our discretion, KIGR may opt to purchase shoes for specific employee populations. The department reserves the right to limit the style, color, and cost for shoes.

Employee should complete the form and submit to their manager for approval. Manager will review and, if approved, submit form to Human Resources. If Manager does not approve, they will advise the employee. Human Resources submits safety shoe orders on Friday of each week. Human Resources will advise if any items are back-ordered or not available.

PLEASE PRINT LEGIBLY

EMPLOYEE TO COMPLETE

Date	
Employee Name	
Department	

PLEASE VISIT www.ShoesForCrews.com TO CONFIRM MOST UP TO DATE OPTIONS FOR SIZE, WIDTH, COLOR, PRICE. Printed catalogs are also available but may not have the most up to date options.

Price listed on website or in catalogs does not include shipping costs and tax.
Returned shoes will result in a \$6.95 fee plus any applicable shipping expense.

SIZE	WIDTH	MALE (M) or FEMALE (F)	STYLE NAME	STYLE NUMBER	COLOR	PRICE
		M _____ F _____				

MANAGER TO COMPLETE

By signing below I authorize Human Resources to order shoes for the above listed employee and charge the costs for those shoes to my department. This authorization is ONLY for the shoes listed above.

DEPARTMENT NAME		DEPARTMENT NUMBER
Manager Name		
Manager Signature		
Date		

HUMAN RESOURCES TO COMPLETE

Date Form Received		NOTES	
Date Ordered			
Order Placed By			
Invoice Number			
Date Shoes Received			
Date Shoes Picked Up			