



SAN JUAN COLLEGE

4601 College Blvd
Farmington, NM 87402
Environmental Health Office: 505-566-3063

Personal Protective Equipment
Safety Shoes
Request & Authorization Form

Date: _____

Employee Name _____ ID Number _____

Department _____ Phone _____

SPO # _____

Employee's Signature

Supervisor's Approval Signature

Environmental Health Dept. Signature

By his/her signature, the employee acknowledges that the wearing of safety shoes is a requirement for certain aspects of his/her job and that the appropriate use of the safety shoes is expected.

INSTRUCTIONS

1. Complete Authorization form
2. Get Supervisor's approval signature
3. Get Environmental Health Dept. Signature on authorization form and on your SPO
4. Take Authorization form and SPO book to Browns Shoes, Z-Coil or Western Warehouse (if you wish to use another vendor please find out if they will accept an SPO from San Juan College.)
5. Environmental Health office will cover up to **\$150.00** of the cost of Safety Shoes.
(Exceptions to this will need special consideration from Environmental Health Director)
6. Give a copy of store receipt and the pink copy of the SPO to Environmental Health Administrative Assistant.