



State Forest Action Plan Wildland Fire Boot Grant

Employee Name:		Date:	
		L Doc #:	
UIN #:		Amount:	
		Acct #:	423032-00000

Eligibility

Employees whose position description identifies/contains fire suppression and/or emergency response as an essential duty may purchase wildland fire boots or have their current wildland fire boots resoled or rebuilt by the manufacturer with personal funds and be reimbursed up to \$500 of the cost (including shipping charges) from the State Forest Action Plan Wildland Fire Boot Grant. To be eligible for the reimbursement, the following requirements must be met:

1. The employee position description identifies fire suppression and/or emergency response as an essential duty.
2. State sales tax charges must be paid to the vendor and are not eligible for reimbursement.
3. Reimbursement request must be submitted to A/P within 90 days of the purchase and must be accompanied with original receipts.
4. The wildland fire boots must meet the following specifications:

Wildland Fire Boot	Minimum 8" high, Lace-up, All leather upper, Vibram-type, melt resistant sole, No steel toe, No zipper, No nylon, No insulation
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5. State Forest Action Plan Wildland Fire Boot Grant reimbursement is limited to once every three years.

Voucher Preparer: Name: <input style="width: 100%;" type="text"/> Tel#: <input style="width: 100%;" type="text"/>	Employee Certification: I certify that these uniform expenses are true, correct and conform to Administrative Procedure 30.08 _____ <div style="display: flex; justify-content: space-between;"> Signature Date </div>
Supervisor's Certification: To the best of my knowledge, the uniform expenses are true, correct and comply with agency Administrative Procedures: Name: <input style="width: 100%;" type="text"/> _____ <div style="display: flex; justify-content: space-between;"> Signature Date </div>	Environmental Health and Safety Officer Certification: The request meets the eligibility requirements. The employee position description identifies fire suppression and/or emergency response as an essential duty. _____ <div style="display: flex; justify-content: space-between;"> Signature Date </div>