



# Department of Human Resources Tool Reimbursement - General Unit

Per the General Unit MOU, Employees in the Fleet Operations Division, The Facilities Maintenance Division, Maintenance Mechanics assigned to the Parks Division, and other positions as designated in the MOU may receive reimbursement up to fifteen hundred (\$1,500) per calendar year. Employees must provide receipts for the purchased tools that must be related to the performance of their job. Receipts for tool reimbursement must be submitted within the calendar year in which the tools are purchased.

## Employee Information

Name:	Employee #:	Position:
Department:	Account #:	

## Purchase Information

Store:	Date:	Cost:	Tax:	Total:
Item 1:	Cost:	Item 4:	Cost:	
Item 2:	Cost:	Item 5:	Cost:	
Item 3:	Cost:	Item 6:	Cost:	
Store:	Date:	Cost:	Tax:	Total:
Item 1:	Cost:	Item 4:	Cost:	
Item 2:	Cost:	Item 5:	Cost:	
Item 3:	Cost:	Item 6:	Cost:	
Store:	Date:	Cost:	Tax:	Total:
Item 1:	Cost:	Item 4:	Cost:	
Item 2:	Cost:	Item 5:	Cost:	
Item 3:	Cost:	Item 6:	Cost:	
<input type="checkbox"/> Receipts Attached <input type="checkbox"/> Vendor History Report			Total:	

## Certification of Request

I hereby request reimbursement for the tools above. I have attached the original receipt, and I certify that the tools will be used in the performance of my job duties.

_____ Employee Signature	_____ Date
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## Department Approval

I hereby approve reimbursement for the tools above. The original receipt and vendor history report are attached, and I certify that the tools will be used in the performance of the employee's job duties.

_____ Department Head Signature	_____ Department Head Name	_____ Date
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