REQUISITION FOR SAFETY SHOES

NNSY 10470/16 (REV 05-09)

NORFOLK NAVAL SHIPYARD
PORTSMOUTH, VIRGINIA 23709-5000

REQUESTOR'S NAME

	CHECK NUMBER
LAST FIRST MIDDLE INITIAL	
WORK INFORMATION (FILL IN ALL BLOCKS)	

CODE/ SHOP	BLDG NO.	PHONE NO.	SUPERVISOR'S NAME	SIGNATURE*

EMPLOYEES SIGNATURE	DATE	CODE 902 SAFETY SHOE COORDINATOR (MUST BE SIGNED)	DATE

***Note: Shop 26 mechanics, apprentices and work leaders are only authorized to purchase boots with 6 inch or higher tops.**

(FOR SAFETY SHOE STORE USE ONLY)

QTY	UNIT ISSUE	STOCK NO.	SHOE SIZE	SHOE COLOR	DESCRIPTION	COST	LESS ALLOWANCE	CASH DIFFERENCE PAID

ISSUED BY	DATE	RECEIVED BY	DATE

***SUPERVISOR CERTIFIES BY PERSONAL OBSERVATION THAT NEW/REPLACEMENT SHOES ARE REQUIRED.**

PURCHASE PROCEDURE:

1. IF THE "COST" OF THE SHOE(S) YOU SELECTED IS "LESS THAN" THE ALLOWANCE, YOU ARE NOT DUE A REFUND.
2. IF THE "COST" OF THE SHOE(S) YOU SELECTED IS "GREATER THAN" THE ALLOWANCE, YOU MUST PAY THE DIFFERENCE. .
3. SALES MADE FROM NNSY COOPERATIVE ASSOCIATION SHOE STORE ARE FINAL EXCEPT FOR DEFECTIVE MERCHANDISE WHICH WILL BE REPLACED ON AN EXACT SHOE BASIS PROVIDING THE PURCHASE WAS MADE WITHIN THE LAST 60 DAYS. SPECIAL ORDERS MUST BE PAID FOR IN FULL IN ADVANCE. DISTRIBUTION OF COPIES OR REQUISITION FORM WILL BE AS FOLLOWS: ORIGINAL (SENT TO COMPTROLLER FOR PAYMENT); COPY 2 (SENT TO CODE 906-S); COPY 3 (RETAINED IN SHOE STORE); COPY 4 (EMPLOYEES COPY); AND COPY 5 (SAFETY SHOE COORDINATOR RETAINS AT TIME OF SIGNATURE). (RETAIN FOR 3 YEARS IN SHOP/OFFICE OR FORWARD TO CODE 109 ANNUALLY).
4. IF SHOES ARE PURCHASED AT ANY LOCATION OTHER THAN NNSY COOPERATIVE SHOE STORE, ALL COPIES ARE TO BE RETURNED TO THE SAFETY SHOE COORDINATOR FOR PROCESSING . ORIGINAL SALES/CASH REGISTER RECEIPT MUST BE ATTACHED.