UNIFORM REIMBURSEMENT REQUEST

Updated April 2026

SECTION 1: PURCHASE DETAIL *(Completed by Employee)*

Employee Name: _____ Department: _____

Date of Purchase: _____ Vendor: _____ Total Cost: _____

Item Type:

☐ Footwear (Up to $50 annually)

☐ Welding Pants (Up to $150 annually) Maintenance Manager Approval: _____

☐ Chainsaw Boots (Up to $150 biennially) Horticulture Supervisor Approval: _____

SECTION 2: ELIGIBILITY REVIEW *(Completed by Human Resources)*

Date Received: _____

Eligibility Requirements

Employee must:

- Be a uniformed Zoo employee (County or Society)
- Have at least 6 months of continuous employment
- Not have exceeded the applicable reimbursement limit (annual or biennial)
- Provide a valid purchase receipt

Eligibility Status

☐ Approved ☐ Denied, because: _____

Approved Reimbursement Amount: _____

HR Signature: _____

SECTION 3: REIMBURSEMENT *(Completed by Finance)*

Date Employee Notified: _____

Employee Signature: _____ Date Reimbursed: _____