

The following is the information and procedures for members to get boots:

- The boot must be black in color, have toe protection, be resistant to water, bloodborne pathogens, chemicals and be slip resistant.
- New riding members can get boots after passing ambulance orientation. All riding members may get replacement boots once every four years. These boots are used for squad related shifts, and not for everyday use.
- In order to obtain original or replacement boots, the member must first contact the Uniform Committee (Nancy Barker, email-uniforms@hcfas.org) for verification. Members are not authorized to be reimbursed for or to order boots without contacting the committee ahead of time,
- The committee will send you a confirmation letter, via email. Once received you will be authorized to get a pair of boots.
- If members are purchasing boots through Red Wing Shoes, they must state that in their e-mail. The committee will send them the Red Wing Authorization form. This form will authorize you to buy from Red Wing, up to a value of \$150 at no out of pocket expense.
- Members may purchase boots up to a value of \$150. Tax will not be reimbursed. The member will pay any additional costs over the \$150 (Red Wing is tax exempt)
- In order for reimbursement and after the purchase of boots, the member must fill out form #151, purchase order, sign it, and along with the **original receipt** received, put into the Uniform committee's mailbox #61.
- Probationary members will not be reimbursed until the Board sanctions your probationary period.
- Once the purchase order is received, **along with the original receipt**, the committee will sign and forward to the Treasurer for member reimbursement.