

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	220.600	1 of 1	July 1, 2017
<b>Subject</b>	EMPLOYEE EXPENSES SAFETY GLASSES/GOGGLES		

1. For employees required to wear safety glasses or safety goggles as a part of his/ her job duties, the Appointing Authority shall:
  - a. Furnish the required safety glasses/goggles which meet the Appointing Authority's safety standard; or
  - b. Reimburse employees up to one hundred dollars (\$100.00) during a two (2) year period.
    - (1) The first two year period will commence on July 1, 2017, and will end June 30, 2019;
    - (2) Each subsequent two year period follows the above period, or
    - (3) A two year period commencing on the employee's employment date.

Actual itemized receipts are required for reimbursement. Employees must seek reimbursement within 30 days of date of purchase on the receipt. See Procedure 204.250, 1.

2. Approval must be provided by the Appointing Authority before any purchase.
3. Safety glasses/goggles purchased by employees must meet or exceed the Appointing Authority's safety standards.