



401 East 21st Street
Hibbing, MN 55746
HibbingMN.gov

DEPARTMENT: _____ Date of **LAST** boot purchase _____
(Please confirm date with Accounts Payable)

Effective: 3/15/2023

City Employee _____ is hereby authorized to charge one pair of safety boots/shoes up to a maximum retail charge of \$175.00. Any amount above the maximum charge shall be borne by the employee as an out-of-pocket expense.

The City employee must show a pictured ID to validate the purchase. This form and an attached receipt are required for reimbursement to the provider.

Greg Pruszinske,
City Administrator

Please bill: City of Hibbing
Accounts Payable
401 E. 21st Street
Hibbing, MN 55746

Employee Signature

Authorized Supervisor Signature

Date: _____

NOTE TO CITY OF HIBBING EMPLOYEES: Before requesting authorization to purchase, please make sure that it has been one year since the last purchase date. Once you receive this signed form from your supervisor, you must make the purchase as soon as possible.