

Uniform Requisition

Employee Name: _____

Project / Job Site: _____

Please supply the following uniform items:

Item	Quantity	Size	Comments/Other Information
High-Vis Shirts			<input type="checkbox"/> Provide name for embroidery (Permanent Employees ONLY): _____
Reflective Jeans			<input type="checkbox"/> I would prefer Cargo Pants
Corporate Shirt			Please select from style cut (Males ONLY): <input type="checkbox"/> Short Sleeve <input type="checkbox"/> Long Sleeve
Boots			Please select from the below options: <input type="checkbox"/> Oliver <input type="checkbox"/> Blundstone <input type="checkbox"/> I would like to purchase my own boots and submit a reimbursement.
Jacket			

*If you have chosen Option 3 (purchase of own boots) the office will contact you to advise of approval prior to doing so. Please note RSG will only reimburse a maximum of \$160 for boots.

Should your request be outside of the entitlement timeframes please advise reasoning (Photographic evidence may be required):

Site Supervisor

Area Operations Manager

Finance Coordinator

Approval is now obtained to order

Name: _____

Name: _____

Name: _____

Signature: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Date: _____

Office Use Only

Eligible for uniforms (within supply limits) OR photo evidence provided (If not within supply limit)

Date Ordered: _____

PO #: _____

Ordered by: _____

Supplier: _____

Delivery Date: _____

Dispatch Date: _____