



CITY OF PETALUMA Work Boots Voucher / Invoice

Employee Authorization to Purchase Work Boots

The employee named below is authorized to purchase a pair of work boots with a maximum value of \$200.00, including tax, with Workforce Boot and Clothing.

Employee Name	Position	Employee Number
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Signature Director / Manager

Voucher Expiration Date

Employee Instructions

You must redeem this voucher by the expiration date noted above at Workforce Boot and Clothing located at 901 Lakeville Street, Petaluma, CA, 94952. Upon redemption, sign and date this form and submit it to Workforce Boot and Clothing personnel.

Employee Signature

Date Voucher Redeemed

Vendor Instructions

Employee must show proper identification. Please submit invoice for payment, along with this voucher and sales receipt to:

City of Petaluma
Attention: Accounts Payable/Leslie Manning
P.O. Box 61
Petaluma, CA 94953

Payment will be made within 30 days of receipt of the invoice voucher. For questions regarding payment, please call Accounts Payable at (707) 778-4413.

I hereby certify that the items listed in the attached receipts are proper charges against the City of Petaluma and have been sold to the above-captioned employee.

Vendor Signature

Printed Name

Date