



NW Natural
SAFETY FOOTWEAR REIMBURSEMENT FORM



Tyndale Company Inc. * 5050 Applebutter Road * Pipersville, PA 18947 * 800-356-3433

In order to process your Safety Footwear Reimbursement, you must:

- 1. Provide a copy of your receipt with this completed Safety Footwear Reimbursement Form.*
- 2. Check if safety footwear or incidental purchase meets NW Natural footwear requirements.*

*Employees will be reimbursed **for their personal purchase** up to the total purchase price or amount of funds available in their account. Employees may request reimbursement for a lesser amount than the total purchase price.*

- 3. Supervisors must sign the completed reimbursement form before submitting to Tyndale*

**For processing, submit your completed form and receipt:
by email to CustomerService@TyndaleUSA.com
OR fax to Customer Service at (215) 766 5661**

Employee Name:

Employee ID#:

Telephone #:

Street Address:

City:

State:

Zip:

By signing below, Supervisor acknowledges that the items being requested for reimbursement are in compliance with company policy and the amount requested is approved and in compliance with reimbursement parameters, if available.

Manufacturer:

Description:

Meets NW Natural Footwear Requirements:

Cost:

Print Supervisor Name:

Cost Center/Department:

Supervisor Signature:

In accordance with NW Natural Policy, you are authorized to use your annual boot allowance for incidentals including but not limited to insoles, shoelaces, customizations, and repairs. Reimbursement for these incidentals will follow the same process outlined above. Tyndale will charge a \$15.00 processing fee for boots not purchased through Tyndale. This fee will be charged directly to NW Natural and will not be deducted from your allowance.

For Tyndale Only

Amount Reimbursed: Employee

Allowance Balance:

8.2.2021 NW Natural - LB