# CITY OF CHICO - MECHANIC TOOL CERTIFICATION FORM

(Pursuant to the provisions of the Memorandum of Understanding between the City of Chico and the Service Employees International Union - Trades & Crafts)

## SECTION I - EMPLOYEE INFORMATION

EMPLOYEE NAME:_____ ID Number: _____

JOB TITLE: _____

EMPLOYEE CERTIFICATION:
I hereby certify that during calendar year 20____, I provided all of the tools required by the Memorandum of Understanding which were required for the performance of the job duties of the position(s) to which I was assigned. Attached are copies of receipts for tools that I purchased during calendar year 20____ that total $_____. I understand that any portion of the tool allowance that I am to receive that is not substantiated with receipts will be subject to income tax withholding.

Signature: _____ Date: _____

(Forward this form to Equipment Services Supervisor)

## SECTION II - EQUIPMENT SERVICES SUPERVISOR CERTIFICATION

I hereby certify that the above named employee, who is supervised by me, provided the tools to which he has certified above.

Signature: _____ Date: _____

(Forward this form to the Human Resources & Risk Management Office)

## SECTION III - HUMAN RESOURCES & RISK MANAGEMENT ACTION

In accordance with the provisions of the Memorandum of Understanding cited above, please make a lump sum payment to the named employee in the amount of $1000 as consideration for providing the tools required by said Memorandum for the performance of his job duties in the calendar year 20____.

Signature: _____ Date: _____

(Complete and forward to Finance, with copies to P-EF and employee)

## SECTION IV - FINANCE OFFICE ACTION

I have verified that the attached receipts for tools purchased during calendar year 20____ total $_____.

The employee is entitled to: $_____ Non Taxable Reimbursement (Pay code _____)
$_____ Taxable Reimbursement (Pay code _____)

Signature: _____ Date: _____