

Process for obtaining **staff** safety footwear from the Faculty of Engineering Stores

In addition to the basic safety footwear issued by the Faculty of Engineering an extended range of safety footwear is available to Faculty staff

NB The Faculty of Engineering will only provide members of faculty staff with safety footwear from this extended range, an ACCT/JOB No. will be required for anyone else wishing to order from the range

1. View the Staff Footwear Catalogue
2. Select your preferred style and size of safety footwear. Please note the size range of each style when selected footwear, not all sizes are available across the range.
3. Complete an online requisition form adding details of the safety footwear required (there is no need to add an ACCT/JOB No. unless ordering for non-staff members)
4. Submit the completed requisition form online to [EZ-Faculty-Stores](#)
5. Stores will order your requested footwear and when delivered, will email you with arrangements for collection
6. On arrival at the Engineering Stores to collect your safety footwear you will need to show your **university ID card**
7. Engineering Stores will issue you with your safety footwear