

# TOOL GRANT FLOWCHART FOR SITE MANAGEMENT

Start

✓ = Yes    ✗ = No

## Employee Qualifications

Employee is in or training for a technical trades position, is required to provide their own work tools and is free of any written disciplinary actions documented in WorkDay in last 12 months.



**Decline**  
Employee does not qualify.



## Tool Qualifications

Tool is needed for employee to perform job and is not a prior purchase.



**Decline**  
Tool does not qualify.



Is request a duplicate, replacement or an upgrade of already owned tool?



Will new tool help employee perform job better, safer, or more efficiently? Example: Failure from excessive wear is considered a safety issue. Request must be declined if already owned tool works well. Site Manager has discretion to make determination.



Is request for a toolbox?



Does cost exceed \$500 including tax?



Is employee willing to pay amount exceeding \$500? Employee portion of cost = toolbox + tax - \$500.



## Tool Quote Criteria

Tool quote is from a vendor and lists only Site Manager approved tools, tool costs, applicable tax, any shipping fees, and final total.



**Proceed to Application**  
Employee may submit an application. Site Manager will be contacted to confirm employee and tool request eligibilities.



**Resubmit**  
All declined tools must be removed if other approved tools are included in same quote. Employee may obtain new quote from a vendor and resubmit for Site Manager approval.

