

Reimbursement Request Form - Computer Workstation Ergonomic Equipment Reimbursement Fund

Purpose: To encourage departments to engage in a more proactive role in preventing computer-use related injuries at SLAC, ES&H has partnered with Stanford on an ergonomics program involving awareness training, workstation evaluation, and consultation services. After utilizing these resources, most individuals will be able to identify postural, position, and work practice improvements that can be easily made. However, sometimes an evaluation will identify the need for a specific modification or retrofit of equipment, such as a keyboard tray, footrest, or chair.

Reimbursement Fund Details: The Ergonomic Equipment Reimbursement Fund Program will reimburse departments for 50% (up to \$300) of the purchase price of ES&H pre-approved ergonomic office equipment such as chairs, keyboard trays, and footrests on an individual basis and per tenure.

Note: This only applies to SLAC benefits-eligible employees for furniture/equipment to be used at SLAC or at their home office with telecommuter approval.

Reimbursement must be submitted within 6 months of ergonomic purchases and the lifetime maximum reimbursable amount is \$300. Contact ergonomics-slac@slac.stanford.edu if there are questions on the process or completing this form.

Process Steps:

1. Employee completes [Course 291 Ergonomics Training](#) or [Computer Self-Evaluation Form](#).
2. Employee selects equipment from the [Remote Worker Ergonomic Equipment Guide](#). If seeking reimbursement from this fund, [ESH Ergonomics](#) approval is required. If not seeking reimbursement, ESH Ergonomics approval is not required for these items.
3. In the event a suitable item is not available from the Guide; alternative equipment from the [SLAC Ergonomics Products Catalog](#) is selected; or assistance is desired, the employee schedules a remote ergonomic assessment to receive recommendation and approval from [ESH Ergonomics](#).
 - Any equipment associated with a current or potential workers compensation case **must** receive an ergonomic evaluation.
4. Supervisor reviews and approves the equipment selected (Step 2) and/or the ES&H ergonomic recommendations/approval (Step 3).
5. With the appropriate supplemental approval noted below, employee contacts department P-Card holder to purchase items from the catalog/guide or specifically recommended from the ergonomic evaluation for shipment to SLAC or their residence.
 - Any equipment identified from the above process exceeding \$250 in total requires approval from the head of the division or ALD or their delegate.
6. Once the equipment is received, employee confirms receipt with the P-Card holder and if a telecommuter, submits a new [offsite use form](#) to [Property Control](#).

REIMBURSEMENT DATA (Please print clearly)		
Employee who received equipment (Last name, First name):	Job Title:	Department:
Employee phone:	Employee E-mail:	Course 291 Completion Date:
Supervisor:	Supervisor phone:	Supervisor E-mail:
EQUIPMENT REIMBURSEMENT WORKSHEET (Please print clearly)		
Equipment	PO or P-Card transaction Number	Cost
a.		\$
b.		\$
c.		\$
d.		\$
e.		\$
Total Cost →		\$
Partial Reimbursement Amount (=Total Cost x 50%, not to exceed \$300) →		\$
Name of Person Completing this Form:	Your phone:	Your E-mail:

Attach the items listed below and send this completed form to your Directorate Business Office:

1. Proof of completion of either [Course 291 Ergonomics Training](#) or the [Computer Self-Evaluation Form](#) **or**
2. The ergonomic evaluation report **and**
3. The purchase order or P-Card requisition paperwork for each listed item.
4. If equipment purchased was not in the [SLAC Ergonomics Products Catalog](#) or [Remote Worker Ergonomic Equipment Guide](#) attach the recommendation report/email from the ergonomist and, if exceeding \$250, attach the email approval from the head of the division or ALD or their delegate.

Business Manager:

1. Review and ensure form is completed correctly. Initiate an iJournal transfer with all required paperwork attached. Debit the ergo PTA: 1026392-100-AABAS with the Partial Reimbursement Amount (noted above), and credit your department PTA for the partial reimbursement amount. Expenditure codes:
55116 for computer equipment, or 55110 for chairs and general office equipment.
2. Print iJournal Number here _____