

PRESCRIPTION SAFETY EYEGLASS PROGRAM

Risk Management and Safety (RMS) has established an agreement with Eyemart Express to provide University of Notre Dame faculty, staff and students (hereinafter referred to as "requestor") with prescription safety glasses. Requestors wishing to obtain prescription safety glasses to use on the job must receive approval from their supervisor. There is a cost associated with the eyewear that will be billed to the department or lab. If a supervisor approves the purchase, the supervisor must complete the attached form indicating the total amount the supervisor/department is willing to cover. Additional cost will be the requestor's responsibility and paid to Eyemart Express. Requestors with a completed approval form must take a copy to Eyemart Express, located at 215 E. University Drive, Granger, IN 46530. Associates at Eyemart Express will help the faculty, staff or student customize their prescription safety glasses and handle the billing according to the approval form. **If the requestor opts to add any additional features, they are responsible for those costs.** Eyemart Express will contact the requestor when the prescription safety glasses are available to be picked up. Please use the below step-by-step instructions to complete the process of obtaining prescription safety glasses.

1. Supervisor completes the attached Prescription Safety Glasses Approval Form. Please remember to total both approvals on the form. Eyemart Express will not bill your department any more than the listed approvals whether the requestor chooses to upgrade or not.
2. Requestor must contact Eyemart Express to obtain a form. **They are welcome to upgrade or add-on any additional items at a personal expense.**
3. Eyemart Express will contact the requestor when their glasses are ready for pick up.
4. The departments and/or PI/supervisors will be billed through Eyemart Express for the total amounts approved.

Please contact Risk Management and Safety at 631-8384 if you have any questions.

UNIVERSITY OF NOTRE DAME
PRESCRIPTION SAFETY GLASSES APPROVAL FORM
To be completed by Supervisors/PIs

Patient Name _____

SILVER Package Price Includes:

- Frame value up to \$39.95, Side Shields (Permanent or Detachable), and Carrying Case
- Lenses in Polycarbonate or Plastic
- Free One-year Breakage Warranty on all Frames

Single Vision - \$ 59.00

Bi-focal either Lined or Progressive - \$89.00

WE OFFER SAME-DAY GLASSES
EYEMART EXPRESS LABS ADHERE TO ANSI Z87.1 SAFETY STANDARDS

Complete the information below:

Amount Approved for Department/Unit Charge (if applicable): _____

Amount Approved for PI/Supervisor Charge (if applicable): _____

Total Amount Approved through ND Prescription Eyeglass Program _____

Department/Unit Coverage Info (If Applicable)

PI/Supervisor Coverage Info (If Applicable)

Approver's Name _____

Approver's Name _____

Approver's Signature _____

Approver's Signature _____

Address to send Bill: _____

Address to send Bill: _____

Date _____

Date _____

Form is not valid without approver's name and signature and expires 30 days from date.

Eyemart Express
215 East University Drive
(Located in the Super Target shopping area)
Granger, IN 46530
Phone: 574-271-7408

(Transpo Bus Service Available – Route 15A
University Park Mall/Mishawaka via Main Street)