

**N.C. DEPARTMENT OF CORRECTION
NASH OPTICAL PLANT
2869 US HWY 64 W * NASHVILLE, NC 27856
PH 252-459-6200 * TOLL FREE 1-888-388-1353 * FAX 252-459-7400**

Date		PO#				NCDOL USE ONLY	
Employee Name					Phone: ()		Please circle: Glass Plastic Polycarbonate SV
Distance		Sphere	Cylinder	Axis	Prism		
	R						
	L						
		Add	Height		Pd Near	Bifocal Style	
Add M A	R					Trifocal Style	
	L					Progressive Style	
Frame Name						UV	AR Coat
Color		Eye Size	Bridge	Temple		Tint	
Special Instructions							
Bill To: ATTENTION: ACCOUNTS PAYABLE NORTH CAROLINA DEPARTMENT OF LABOR FINANCIAL SERVICES DIVISION 1101 MAIL SERVICE CENTER RALEIGH, NC 27699-1101							
Ship To: (please print below)							
_____ Eye Care Professional Center				_____ Telephone:			
_____ Address							
_____ City		_____ State		_____ Zip			
_____ Physician's Signature						_____ Date	

Instructions for Completing RX Form for Safety Eyewear

1. Prescription order forms may be obtained directly from the NCDOL intranet or from the Purchasing Office of the Financial Services Division.
2. Employee will take the RX form to a participating eye care professional who will complete and sign the form. The examination and fitting fees will be the responsibility of the employee.
3. Employee returns the RX form to their unit Purchasing Office for processing. Any order that is sent directly to the Nash Optical Plant will not be processed.
4. The Purchasing Office will assign a purchase order number and forward the processed form directly to Nash Optical.
5. Nash Optical will complete the RX and ship the completed safety glasses to the eye care professional located in the **"Ship To:"** section of the form for verification.
6. The eye care professional will contact the employee to come into their office for dispensing of eyewear. ***Please note that safety glasses cannot and will not be shipped directly to employees.***
7. The employee will notify the Purchasing Office via email after receiving their order to ensure proper payment is issued to Nash Optical.
8. Prescription safety glasses can be replaced on an annual basis unless an employee's prescription changes or when the safety glasses are damaged during normal wear and use. Each employee may purchase/receive no more than two (2) pair of prescription safety glasses annually without NCDOL Management approval.

If employees should encounter any problems pertaining to their order or need any additional information, please contact the Purchasing Office via email at DOL.Purchasing@labor.nc.gov.