

**N.C. DEPARTMENT OF CORRECTION  
NASH OPTICAL PLANT  
P.O. Box 600 \* NASHVILLE, NC 27856  
PH 252-459-6200 \* TOLL FREE 1-888-388-1353 \* FAX 252-459-7400**

Date		PO#					
Employee Name						Please circle: Glass  Plastic  Polycarbonate	
D I S T A N C E		Sphere	Cylinder	Axis	Prism		
	R						
	L					SV	
		Add	Height	Pd Far	Pd Near	Bifocal Style	
A D D	R					Trifocal Style	
	L					Progressive Style	
Frame Name						UV	AR Coat
Color		Eye Size	Bridge	Temple		Tint	
Special Instructions <i>Permanently attached side shields required.</i>							
Bill To:							
Ship to: (please print)							
Dispensing Signature: _____				Date: _____			
Address: _____				Telephone: _____			
City _____		State _____		Zip _____			

**Instructions for Completing Rx Form for Safety Eyewear**  
*\*\*\*Modified Nov. 2014 for Appalachian State University\*\*\**

1. Print prescription order forms from ASU website: [www.safety.appstate.edu/safety-glasses](http://www.safety.appstate.edu/safety-glasses). (Non-customized forms may be obtained from the Nash Optical Plant by calling **1-888-388-1353**.)
2. Go to <https://www.correctionenterprises.com/forms/safety-eyeglasses.pdf> and choose your preferred frame.
3. Take the Rx form to a vision care professional who will fill out the form. (**Employee is responsible for the cost of examination and fitting**). Ensure vision care professional indicates any options deemed necessary for comfort, such as anti-scratch glass lenses, lighter polycarbonate lenses, progressive style lenses, UV or AR coatings, and tints.
4. Return completed Rx form to your unit's YoMart " purchasing representative (in YoMart, the "Requestor").
5. YoMart "Requestor" faxes completed order form and request for quote to Nash Optical Plant at **252-459-7400**.
6. After receiving quote, YoMart Requestor initiates YoMart requisition: (a) Scan completed prescription form; (b) Enter "Safety Glasses per attached prescription" in Product Description field; (c) Enter "Public Safety" & select "North Carolina Department of Public Safety" in Supplier field; (d) Include scanned order form **and** quote to YoMart requisition as an **external** attachment.
7. After all necessary approvals are completed, ASU Main Purchasing Office faxes order to Nash Optical Plant via YoMart.
8. Nash Optical ompletes the Rx and ship the completed eyeglasses to the vision care professional for verification.
9. Vision care professional contacts employee to come to their office for dispensing of eyewear. (**Note: eyeglasses cannot/will not be shipped directly to employees.**)

If additional information is needed, please call:

Nash Optical Plant  
1-888-388-1353