

ATTACHMENT B

Division of Career Services Trade Act of 1974, as amended Trade Reform Act of 2002

Allowable Supplies and Equipment While in Training

Please note that the customer and/or training vendor will be responsible to provide itemized lists with the invoices to the Division of Career Services (DCS) for items purchased. This form may be utilized by TAA eligible customers when purchasing supplies and other items required of all students participating in the same training.

Customer:

Name: _____

Petition #: _____

Address: _____

Course: _____

City/S/Z: _____

Start Date: _____ End Date: _____

The following is a list of supplies and/or equipment and funds allotted for me to purchase these items for the _____ semester/intersession approved for my training program as approved by DCS.

Type of Item	Cost Limit	Definition
Books:	\$ _____	Only those books which are <i>required of all students</i> for class(es) may be purchased.
Tools:	\$ _____	Only those tools which are <i>required of all students</i> for class(es) may be purchased-tools needed for employment are <i>NOT allowable</i> .
Basic Supplies:	\$ _____	Only items such as pens, pencils, computer disks, paper, etc. <i>NOT allowed</i> : bookbags, briefcases, envelopes, staplers, zip/flash drives, software, etc.
Uniforms:	\$ _____	Pants, skirts, shoes, etc., which constitute the makeup of a uniform and only if <i>required of all students</i> for class may be purchased.
Special Supplies/ Equipment:	\$ _____	Items required of all students to participate in training. (e.g., PC/Laptop, scientific calculator)

Please note: If there are any questions at all, please contact your counselor or DCS to obtain clarification.