

ATTACHMENT C

DIVISION OF CAREER SERVICES REQUEST FOR REIMBURSEMENT

Trade Act of 1974, as amended

This form is to be utilized when customer is (1) required to purchase books, uniforms, tools, PC, Laptop etc. separately from the school and the vendor will not accept a purchase order. **Please complete the form below, attach all ORIGINAL receipts, and return to the address below.** (Note: Please make copies of all information being submitted for your records.) **Remember: DCS is a state, tax-exempt agency. TAX WILL NOT BE REIMBURSED.**

Part I. Vendor & Customer Information (to be completed by customer)			
Client Name: _____ Address: _____ City/S/Z: _____ Phone: (_____) _____ School: _____ Start Date: _____ End Date: _____ Course: _____		ADDRESS WHERE CHECK IS TO BE MAILED: (if different from client info) Name: _____ Address: _____ _____ City/S/Z: _____	
PURCHASED FROM WHAT VENDOR: Books: _____ Supplies: _____ Uniforms: _____ Tools: _____ Other: _____ <i>Reminder: Only items which the school requires all students to purchase for a particular program of study may be paid for by the Trade Program.</i>		Please itemize below: Books: \$ _____ Supplies: \$ _____ Uniforms: \$ _____ Tools: \$ _____ Other: \$ _____ Minus Tax: - \$ _____ Total: \$ _____	
Please explain "other" category (if applicable): _____			
Part II. Signatures (to be completed by customer)			
I certify that these items were purchased by me and I am not receiving reimbursement from any other source. The school <u>requires all students</u> to purchase these items to participate in the training I am attending. Signature of Applicant: _____ Date: _____			
Part III. Approval of payment (to be completed by CommCorp)			
\$ _____ Amount Approved for payment (Signature) _____ Date _____ Obligation # _____			

Please send completed form & **ORIGINAL** receipts for reimbursement to:
DET, ESPS Unit/Trade Unit, PO Box 8370, 19 Staniford Street, Boston, MA 02114