

TAA OJT Tools and/or Equipment Condition of Training Agreement

Participant Name:
MOSES ID Number:
Course Name and Number:

Employer Legal Name:	
Address:	
City/State/Zip Code:	
Contact Person:	Telephone Number:
E-Mail:	

This condition of the Training Agreement is provided to support the efforts of the Trade funded participant, therefore, the parties agree as follows:

The Department of Career Services (DCS) will reimburse the employer, \$_____ in reasonable costs associated with tools **required** for the participant to successfully **complete training**.

The authorized employer states that the attached list and the related costs are required of all employees customarily trained to perform such duties in similar positions.

The employer is required to submit documentation of itemized costs in the form of an invoice on company letterhead. Upon receipt and approval of said invoice DCS will review and, if approved process within 30 days.

DCS is a tax-exempt public agency and cannot reimburse tax on items. DCS will submit a copy of its exemption with remittance, if requested below.

Tax-exempt certification requested: Yes: _____ No: _____

Please sign and date as acceptance of all terms and/or conditions.

Employer Authorized Signature:	Print Name:
Date:	