



DEPARTMENT OF VETERANS AFFAIRS
Regional Office
1600 East Woodrow Wilson Avenue
Jackson, MS 39216-5102

DATE: 11/28/2012

TO: University of Memphis

FROM: Department of Veterans Affairs
Vocational Rehabilitation & Employment

SUBJ: Guidelines for purchasing books/supplies for training programs under CH 31

Veterans participating in Vocational Rehabilitation & Employment services are informed from the date of plan development that they are allowed to purchase required books and supplies through the bookstore that will be billed to Department of VA. They are advised to only purchase "required" items identified on each course syllabus. Once VA receives the itemized bill from the school bookstore, the purchases are audited and forwarded to finance for payment. Veterans are cautioned against buying items that are not covered by Vocational Rehabilitation, such as stadium seats, clothing, snacks, umbrellas, etc. Please understand that they are welcome to purchase these items, but it is explained that it will be at their own expense. VA does not have set limits on supplies/bookstore purchases. Please allow the veteran(s) to get what they need at the bookstore, and have the bookstore bill voc rehab. We will audit the receipts, and submit to finance for payment. We instruct the veterans on types of things not allowed (i.e., food, clothing, stadium seats, umbrellas, etc). They are advised that anything they purchase that is not required will not be paid for by voc rehab, but by the veteran. We require itemized receipts for their purchases. We reserve the right to decline payment/reimbursement for items bought in mass quantities such as pens, pencils, highlighters, folders, notebooks, binders, etc. Veterans are authorized to purchase what they need for each class. In addition, veterans are authorized to purchase a backpack/bookbag to carry their books/supplies. No other limits are set by VR&E.

If you have any questions, feel free to contact me at 601-364-7121 or tracey.thompson@va.gov.

Tracey Thompson

Tracey Thompson, VRC
Vocational Rehabilitation Counselor

Academic Term: _____ Academic Year: _____

Name: _____ VA File# / U#: _____

VA Certifying Official (Signature) _____

(Veterans Services, 003 Wilder Tower, Memphis, TN 38152 / Ph: (901) 678-2996 / Fx: (901) 678-1425)

Veteran's Signature: _____ Date: _____