

Guideline for Supplies

You are to use your best judgment in the purchase of “one time only” and consumable supplies. Any item deemed inappropriate, non-essential, frivolous, excessive in quantity or questionable will be not be paid by the VA, which means you will be responsible for payment. A syllabus or letter from you instructor will be required for extraordinary purchase and/or special projects.

Per VA regulations, you are responsible for purchases made as a Chapter 31-Vocational Rehabilitation student. Use the provided information only has a guide. When in doubt about an item or purchase, contact you case manager.

Routine Items (Reasonable Type and Quantity)

Notebook Paper	Blue Books
Computer Paper	Erasers
Graph paper	Highlighters
Index Cards	Loose leaf binders or spirals
Staples	Notebook (1 per course, no leather)
Paper clips	Pens (1 package, no expensive pens)
Scranton	Pencils (1 package, standard or mechanical)
Refills for Pen/Pencils	Printer Ink Cartridges (1 per regular term)
Ruler/ Protractor	Required Textbooks (New or Used)
Stapler (not electric)	

One Time purchase

Back pack (Not to exceed \$50.00)	Cap & Gown (Not to exceed \$50.00)
Basic Calculator (Not to exceed \$30.00)	Memory stick/Flash drive (Not to exceed \$30.00)

Items requiring case manager approval

Art Supplies	Graphing Calculators
Computer	Computer Software
Drafting/Architecture supplies	Photography supplies
Tape recorder	Supplies for elective classes not listed above
Tape recorder cassettes	Batteries 1 package
Uniforms/Lab Coats/ Shoes	CD-RW/DVD+R (1Box)

Non-approved items

Briefcases/Attaché case	Candy, Soda, Food
Clothing	Locks
Internet Access	Mugs
Phone Cards	Recommended books, supplies, etc...
School Memorabilia	Cellular telephones