# Vocational Rehabilitation Services Manual C-1400: Supportive Goods and Services

Revised September 1, 2020

## C-1407: Tools and Equipment

…

### C-1407-3: Purchasing and Documenting Tools or Equipment

VR may purchase required tools and equipment for the customer when the following conditions are met:

* The IPE shows that the customer is entering a training program or employment
* Purchased tools and equipment are of good quality and are regularly required for the chosen occupation, trade, or profession
* The cost of tools and equipment does not exceed a total of $2,000 for all tools and equipment

If the cost of required tools and equipment exceeds $2,000, management approval is required according to the following thresholds:

* Greater than $2,000 to $5,000—VR Supervisor approval required
* Greater than $5,000 to $15,000—VR Manager approval required
* Greater than $15,000 to $25,000—Regional director or deputy regional director approval required
* Greater than $25,000—VR Division Director approval required

For additional purchasing requirements, refer to D-205: Purchasing Threshold Requirements.

Tools and equipment may be repaired if replacement is more expensive.

Remind the customer of the agreement in the IPE to:

* safeguard and maintain proper custody of tools and equipment;
* not dispose of tools and equipment unless they are unserviceable or obsolete; and
* return usable tools and equipment not used as planned to VR.

If a customer reports that their tools and equipment were lost or stolen, they must provide a copy of a police report. Replacement of lost or stolen tools and equipment requires management approval according to the following thresholds:

|  |  |
| --- | --- |
| **Purchase costs, per service authorization** | **Required action** |
| Replacement cost up to $200 | VR Supervisor approval |
| Replacement cost over $200 but less than $1,000 | VR Manager approval |
| Replacement cost over $1,000 | Regional Director approval |

VR must recover usable tools and equipment that the customer no longer needs. When a customer refuses to return VR property, refer to [C-1407-5: Reporting Lost or Stolen Tools and Equipment](https://twc.texas.gov/vr-services-manual/vrsm-c-1400#c1407-5) for further action.

VR retains residual title to all tools, equipment, and unused supplies issued to a customer during the rehabilitation process.

#### Paying for Goods

VR staff must obtain the customer's signature on an itemized receipt or cash register receipt that describes each good purchased, or [VR2014, Rehabilitation Equipment Receipt and Agreement](http://intra.twc.state.tx.us/intranet/gl/html/vocational_rehab_forms.html), and place the signed receipt in the case file.

Refer to [A-210: PIN and Signature Procedures](https://twc.texas.gov/vr-services-manual/vrsm-a-200%22%20%5Cl%20%22a210) for more information on signatures.

#### Receipt of Items

VR2014, Rehabilitation Equipment Receipt and Agreement, provides VR with a list of rehabilitation equipment items issued to the customer and familiarizes the customer with the terms of the transaction. It also provides evidence of the return of the equipment.

VR2014 is used for rehabilitation equipment issued by:

* VR field staff; and
* Employment Assistance Services (Customer Technical Support).

Note: Do not use VR2014 when purchasing items associated with physical restoration, such as low-vision aids and glucometers.

#### When Initiated in the Field

When initiated in the field, the VR counselor:

* lists all customer-tagged and/or nontagged equipment, as outlined on the customer's IPE, which are issued to the customer;
* verifies that the customer is aware of the responsibility to properly care for the equipment and understands the other terms of the agreement;
* has the customer sign and date the form acknowledging receipt of the equipment;
* places the signed original VR2014 in the customer's case file; and
* gives a copy of VR2014 to the customer.

#### When Initiated by the Customer Technical Support Technician

When initiated by the Customer Technical Support Technician:

* Customer Technology Services lists all customer-tagged and/or nontagged equipment that is being sent on VR2014;
* the VR counselor reviews VR2014 and the contents of all boxes sent, and documents in RHW with a case note;
* the VR counselor meets with the customer and verifies that the customer is aware of the responsibility to properly care for the equipment and understands the other terms of the agreement;
* VR staff has the customer sign and date the form acknowledging receipt of the equipment;
* the VR counselor places the signed original VR2014 in the customer's case file; and
* the VR counselor gives a copy of VR2014 to the customer.

### C-1407-4: Returning, Recovering, and Transferring Tools and Equipment

…